



**** Internal/External Posting - Employment Opportunity ****
Westminster Children's After School Society (WCAS)

Position: Team Coordinator Assistant

Initial Work Site locations: Kids Borough, Hilltop Hideaway, Park Place, Playwest Kids, Dragons Grove, QE Clubhouse, Misty Meadows, Griffins Alley

Salary: \$20.25-\$21.25 per hour to start based on educational qualifications.
Extended health, and dental benefits available after completion of Probationary Period

Placement: ASAP

Terms: Permanent fulltime position based on a minimum of 30 hours per week, with additional hours as required for operations.

Shift Schedule: Monday to Friday: 7:00am-9am & 2pm-6pm + additional hours as required on non-instructional days and School Breaks up to 40 hours per week.

Closing: February 3, 2023

Situation:

Westminster Children's After School Society (WCAS), a non-profit society, envisions New Westminster as a community in which safe, quality; affordable childcare is available to all families.

WCAS operates in a cooperative, mutually respectful atmosphere with families, trustees, staff, and administration of the schools which are WCAS' primary base of operations. WCAS is a provider of and advocate for childcare; a strong voice for allocation of space and funding for childcare; and actively works together with community partners.

WCAS is the largest non-profit provider of licensed childcare in New Westminster and serves 450 children per month between the ages of 5 and 12 years old at our 10 licensed school aged childcare facilities located throughout the City.

Nature & Scope:

Under the general supervision of the Team Coordinator and Director of Program's, the Assistant Team Coordinator works in partnership with the Centre's Team Coordinator, in maintaining the day-to-day operations of the childcare centre and supporting the implementation of the Community Care and Assisted Living Act, Child Care Licensing Regulations.

The Team Coordinator Assistant works closely with not only the Director of Program's and Centre Team Coordinator, but also the Educators, our students, their families and the community at large. The Team Coordinator Assistant will be someone that is detail-oriented, trustworthy and has the confidence to make decisions independently and in consultation with upper Management in the maintaining Child Care Regulations and overall day to day centre operations.

The preferred candidate will have their Early Childhood Education or Assistant Certificate, School Age Care Certificate or equivalent education and previous experience working in a group childcare setting. The preferred candidate will have the ability to work with high needs children. *It is required to have a strong philosophy and understanding of inclusiveness. Strong supervisory and leadership skills are also mandatory.*

Major Responsibilities:

- Assist in the planning coordination, evaluation and supervision of all centre programming
- Assist in the maintenance of maintaining all Provincial and WCAS requirements and standards and assist in ensuring Staff team is proficient in meeting and maintaining them.
- To ensure that all safety and supervision standards are implemented and maintained as per licensing and WCAS requirements.
- Planning, implementing, and evaluating activities and experiences for individual and group needs of all children within a consistent child centered program environment in accordance with WCAS standards.
- Engage with children in a positive and supportive manner, observe needs of individual children and plan accordingly to meet those needs.
- Guiding and Caring for a groups children aged 5-12 years old, consistent child centered program in accordance with WCAS standards.
- Develop and maintain good working relationships with staff, children, parents, School administrators, teachers and outside agencies.
- Assist in the evaluation of the performance of staff and coach performance improvement.
- Assist with staff meetings for the Centre, participate in other meetings, planning sessions and training events as required.
- Assist in completion of daily & monthly administrative duties such as record keeping, attendance, financial reports, time sheets, staff scheduling, etc.
- To maintain confidentiality of all information related to the Centre, the children, their families, and staff.
- To maintain regular attendance, punctuality and to be appropriately dressed and well groomed.
- In the absence of the Centre Team Coordinator the Team Coordinator Assistant will be the direct Supervisor designate for the Centre.

Qualifications:

- Must have School Age Care Certification, BC ECE/ECEA certificate, or equivalent Courses/Degree/Certificate in childcare, growth and development
- Must have some previous supervisory experience in an inclusive licensed childcare setting
- Must have experience working with children in a Licensed group childcare setting
- Experience working with children with special needs
- Must have valid First Aid certificate- Level B or higher
- Completion of Grade 12-Minimum 19 years of age
- Clear Criminal Record check for vulnerable sector

Competencies:

In addition to bringing a commitment to providing a quality childcare environment, WCAS' vision and values, and an orientation to service, the candidate should possess the following competencies:

Leadership: Motivates and inspires self and others to act to achieve desired outcomes. Leading a team in a group setting, supervision of multiple staff in a childcare setting.

Communication: Communicates in an effective, thorough, clear, and timely manner

Creativity: Develops new ways or adapts existing ideas to improve programs and service.

Team Work: The ability to work with and effectively lead others to achieve optimal results.

Product Knowledge: Thorough understanding of the components required in providing quality care

Interested applicants please email cover letter and resume to:

Director of Programs at director@wcass.com

Fax: (604) 540-1683

Preference will be given to qualified; suitable internal candidates over external.

WCAS is an equal opportunity employer.

****Only short-listed candidates will be contacted****