



WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

Position: Team Coordinator Assistant

Salary: \$21.17-\$22.00 per hour to start
Extended Health and Dental Benefits after completion of
Probationary Period

Placement: As soon as possible

Terms: **Monday to Friday: 7:00am-9am & 1:00pm-6pm**
+ additional hours as required

Closing: Open until position is filled

WCAS is the largest non-profit provider of Licensed child care in New Westminster and currently serves over 280 children per month between the ages of 5 and 12 years old at our 9-licensed school aged child care facilities. We are currently expanding with an addition of our 10th Facility in the Queensborough area.

Summary of Position:

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.

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. WCAS Job Description – Team Coordinator Assistant (Page 1 of 2)
- 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 and requirements:

- Must have School Age Care Certification, BC ECE/ECEA certificate, or equivalent Courses/Degree/Certificate in childcare, growth, and development equal to or greater than Responsible Adult certification.

- 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 (emergency child care first aid) or higher.
- Completion of Grade 12-Minimum 19 years of age
- Clear Criminal Record check for vulnerable sector
- Must be willing to obtain an up-to-date immunization record.
- Must have good interpersonal skills with both children and adults.
- Proven organization and time management skills (must be able to be on time for all shifts).
- Good written and verbal communication skills.
- Ability to work independently and as part of a larger team.

Competencies:

In addition to bringing a commitment to WCAS's 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 2 or more 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 Fax or Email cover letter and resume to:

Director of Programs
 E-mail: director@wcass.com
 Fax: (604) 540-1683

WCAS is an equal opportunity employer.

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