



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

**Position:** Team Coordinator (3 positions available)

**Initial Work Site locations:** Kids Borough, Hilltop Hideaway and Spencer's Lane (new facility set to open at Herbert Spencer in early 2023)

**Salary:** \$23.25-\$24.50 per hour to start based on educational qualifications, extended health, and dental benefits after completion of Probationary Period

**Placement:** ASAP

**Terms:** Permanent Fulltime position based on 35 hours per week

**Shift Schedule:** Monday to Friday: 7:00am-9am & 1:00pm-6pm + additional hours as required on non-instructional days and School Breaks up to 40 hours per week

**Closing:** open until all postings filled

**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:**

Reporting directly to the Director of Programs, the selected applicant will act as the on-site supervisor and will be responsible for: overseeing a staff team of 4 or more, program planning for a group of 40+ children aged 5 to 12 years, orientation of families, staff scheduling and evaluation, supply purchasing and centre maintenance, liaising with school personnel and outside agencies, centre administrative duties, and other duties as required.

The preferred candidate will have their Early Childhood Education or Assistant, School Age Care Certificate or equivalent education and previous supervisory experience in a group childcare setting. The preferred candidate will have experience working with this age group and 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 mandatory.*

**Major Responsibilities:**

- Provide direct supervision, guidance, and strategic leadership to a staff team of 2-4 members or more.
- To read, understand and follow all Provincial and WCAS requirements and standards and ensure Staff team is proficient in meeting and maintaining them.
- To ensure all Policies & Procedures are met and maintained.
- 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.
- Guiding and Caring for a group of 40+ children aged 5-12 years old consistent child centered program in accordance with WCAS standards.
- To establish and maintain positive daily communication and relationships with parents, children, school and WCAS staff members.
- To ensure that all safety and supervision standards are implemented and maintained as per licensing and WCAS requirements
- Daily & Monthly administrative duties such as record keeping, attendance, financial reports 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.

**Qualifications:**

- Must have School Age Care Certification, ECE, or equivalent Courses/Degree/Certificate in childcare, growth and development
- Must have 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

**Competencies:**

In addition to bringing a commitment to providing a quality child care 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](mailto:director@wcass.com)

Fax: (604) 540-1683

WCAS is an equal opportunity employer.

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