



## YMCA of Northeastern Ontario Employment Opportunity

The **YMCA of Northeastern Ontario** is a dynamic charity dedicated to strengthening the foundations of communities by offering opportunities for personal growth, community involvement and leadership. The YMCA is pleased to announce the expansion of Adamsdale, Early Learning Child Care Centre in partnership with the Rainbow District School Board, as well as the expansion of Durham, Early Learning Child Care in partnership with the City of Greater Sudbury. To learn more about our programs and services offered please visit [ymcanortheasternontario.ca](http://ymcanortheasternontario.ca)

We are currently looking for a **Supervisor of Child Care** to join our team of committed professionals. This **full-time** position within the Association is at various locations throughout the City of Greater Sudbury and Markstay. Under the leadership the General Manager of Children's Services, the Supervisor of Child Care is responsible for overseeing the day-to-day delivery of safe, high-quality educational child care for children 0-12 years. This job is also responsible for the overall operation of the child care site and must ensure adherence of the YMCA's Policies, Procedures and Best Practices as well as all legislative requirements set forth by the Ministry of Education, DSSAB/Municipality, Public Health and the local Fire Department.

**START DATE** As soon as possible

**LOCATION** Sudbury

**RATE OF PAY** \$41,600 - \$45,760 per year

**HOURS** 40 per week

### SUMMARY OF QUALIFICATIONS

- Early Childhood Education Diploma or equivalent as approved by the Ministry
- Minimum of two (2) years of supervisory experience in a child and/or youth setting
- Membership with the College of Early Childhood Educators (CECE) in good standing
- Current copy of Immunization Record, clear TB Test, and medical note confirming fit with CCEYA
- Current Standard First Aid and CPR C
- Valid G class driver's license and access to a vehicle
- Current and satisfactory Police Record with Vulnerable Sector Check

### MAJOR RESPONSIBILITIES

- Ensure the overall health, safety and well-being of the children
- Oversee, support and ensure the delivery of high-quality educational programming
- Conduct orientation tours of the centre for new families
- Maintain children's records and staff personnel files
- Develop and implement a site plans and monitor it to ensure 90% site capacity at all times
- Identify, bring forward, and implement solutions for program delivery issues
- Recruit, hire, and supervise staff, volunteers, and schedule training events for staff and volunteers to ensure compliance with mandatory certifications



## YMCA of Northeastern Ontario EMPLOYMENT OPPORTUNITY | HOW TO APPLY

If you would like to work in a family friendly environment, send us your cover letter and resume by **December 20, 2018** to the attention of:

**PERSONNEL COMMITTEE | EMAIL: [sudburycareers@ymcaneo.ca](mailto:sudburycareers@ymcaneo.ca)**

Please ensure that your cover letter and resume both specify the job title of the position that you are applying for.

All applicants are thanked for their interest in this position. However, only those selected for an interview will be contacted. If contacted and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Human Resources Department.

Please note that successful candidates will be required to submit a current and satisfactory Police Record Check with Vulnerable Sector for review prior to starting employment.

Please note that candidates invited for an interview will be required to submit three professional references.

YMCA of Northeastern Ontario is an equal opportunity employer that is dedicated to maintaining a fair and equitable work environment. All of our employees and job applicants will be promoted or employed solely on the basis of their abilities and qualifications.