



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਨੂੰ Bienvenidos 환영합니다

Toddler Program Supervisor Job Posting (Internal & External)

Job Overview

South Vancouver Neighbourhood House (SVNH) will be operating a new licensed 37 space childcare centre located at Fraser and Marine Drive this Fall. We are seeking a creative, caring and passionate Toddler Program Supervisor.

Role and Responsibilities

- Leads the staff team to plan, evaluate, and implement daily activities in line with Reggio Emilia philosophy that support and promote the development of the whole child.
- Participates in daily programming, teaching and maintaining health, safety and well-being of children
- Nurture a Reggio Inspired learning environment
- Assists in planning, organizing and coordinating resources, equipment and supplies in order to ensure proper delivery of the program
- Builds and maintains collaborative relationships with other community service providers
- Writes program reports and keeps other program related documentations in place
- Communicate and promote program information both internally and externally
- Assists in actively participating in, orienting and coaching staff and volunteers of the program in consultation with the Director
- Provide reference and guidance to staff and volunteers of the program in interpreting relevant policies and procedures
- Ensures licensing requirements are met for the childcare program.
- Participate in ongoing internal and external professional development

Qualifications and Skills

- Valid Infant Toddler ECE Licence issued by the BC ECE Registry
- Valid Special Needs ECE an asset
- Valid First Aid & CPR Certificate
- Criminal Record Check
- Minimum 1 year of supervisory experience in licensed childcare
- Excellent planning, organizational, leadership, and communication skills
- Good knowledge of the Reggio Emilia approach to early childhood education & BC Early Learning Framework
- Ability to work cooperatively in a non-profit & volunteer-based organization
- Attitudes and values which are compatible with the goals & philosophy of SVNH
- Ability to work in a diverse and inclusive environment and with families & community partners
- Second language in Cantonese, Mandarin, Tagalog, Punjabi, or Hindi an asset
- Working knowledge of MS 365 an asset
- Creativity, enthusiasm, critical thinking, and flexibility

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Hours:

- Schedule: Monday to Friday, 35hrs/week between the hours of 7:30am to 5:30pm (7hrs work & 1hr unpaid break per day)
- Type: Regular full time
- Wage: \$24.45/hour plus \$4.00/hour MCFD Wage Enhancement
- Benefits: Excellent benefit package including vacation, paid sick-time, medical extended health, dental, pension plans and professional development opportunities

Position Start Date: ASAP

Additional Information:

ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the positions. Our total compensation and benefits package reflects our commitment to our staff and their family.

To Apply: Please email cover letter and resume with subject line “Toddler Supervisor - SVNH” by 5pm on November 19, 2021, in confidence to jeanette.wong@southvan.org

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

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