



March 12, 2025

Child Care Supervisor
Hans Helgesen YMCA-YWCA Child Care Centre
(4983 Rocky Point Road, Metchosin, BC)

Classification: Permanent Full-Time
Placement: July 28, 2025 (*please note: start date may be negotiable*)
Salary: **\$28.50 - \$29.50** per hour (depending on qualifications and experience).
**Please note – This position is eligible for an additional \$6.00 per hour provided via the BC ECE Wage Enhancement Program (for qualified candidates).*
Hours: 35 hours per week (*for the 2025-2026 school year - please see below*)

The Hans Helgesen YMCA-YWCA Child Care is a new program, opening in September 2025 on Hans Helgesen Elementary School grounds. We anticipate offering licensed before and after school care for 48 school-aged children. There is a new child care facility scheduled to open in 2026, which is designed to add 12 Infant/Toddler full day spaces, 20 spaces for children 30 months - 5 years of age, and an additional 25 school age before and after school care spaces.

This role present a unique opportunity for a relationships-driven leader to launch new child care programs and contribute to the development of a standalone, purpose-built child care facility and staff team, in partnership with external stakeholders and YMCA-YWCA leadership.

Nature and Scope:

Reporting to the Manager - Child Care, the Child Care Supervisor will work directly within the licensed child care program, managing daily operation and delivery of high-quality child care services, along with providing direct care and creative programming for children in a group setting.

The Child Care Supervisor provides leadership consistent with the philosophy of the YMCA-YWCA (play-based, emergent curriculum – training provided) and models best practices in child care and team collaboration. This position works approximately 80% of the time in ratio, in direct program delivery and 20% of the time completing administrative tasks. The hours for 2025/2026 will include working in direct program delivery 7:00am-9:00am and 2:00pm-5:30pm. Additional hours for administrative tasks can be completed between the programs operational hours. Specific hours may vary and will reflect the needs of the childcare centre. ***Please note that the hours of work will be reviewed in conjunction with the opening of the purpose-built child care centre.***

Benefit Eligibility:

This permanent full-time position is entitled to a YMCA-YWCA individual membership, and a cost-shared benefits and pension package (after completion of the probationary period – as applicable) which includes:

- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care, Life Insurance, Long Term Disability and AD&D
- YMCA Canada Pension Plan (eligible after one year)
- Vacation Entitlement: 22 days per year
- Professional Development opportunities
- Other employee benefits are outlined in the Personnel Policies

Responsibilities:

- Directly supervise and provide leadership to a team of child care staff and volunteers, within YMCA-YWCA guidelines and CCFL licensing requirements
- Facilitate the planning, implementation and delivery of high quality and age-appropriate programs based on the YMCA Playing to Learn and/or A Place to Connect curricula
- To maintain and complete administrative tasks in an accurate manner and within prescribed timelines, including staff scheduling, incident reports, files, inventory, supply ordering
- To establish and maintain positive daily communication and interaction with families, providing quality customer service and building meaningful relationships
- To develop and maintain positive working relationships with staff, volunteers and key community stakeholders
- To provide leadership and work with centre staff and volunteers to maintain a well-organized, safe and clean environment, including all activity and program areas, common spaces, and washrooms
- To interact directly with the children, providing quality care and creative programming
- To ensure that all safety and supervision standards are implemented and maintained according to licensing and YMCA requirements
- To release children only to those authorized by parent/guardian, to ask for identification in order to ensure that the authorized pick-up has been verified
- To maintain confidentiality of all information related to the centre, the children, their families, and staff
- To attend all YMCA Playing to Learn professional development sessions and other training, as scheduled

Qualifications:

- Early Childhood Educator License to Practice required
- Infant/Toddler Educator License to Practice an asset
- Special Needs License to Practice an asset
- Experience working with children aged 5-12 years old in a recreation or child care environment an asset
- Class 4 BC Drivers License an asset
- Minimum 2 years' supervisory experience, preferably in a charity/not-for-profit environment, solid understanding of Child Care Facility Licensing and legal requirements
- Demonstrated achievement in working effectively with staff, children, families, and the community
- Strong written and verbal communication skills, as well as effective organizational abilities
- Current Standard First Aid and CPR C required
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required
- A clear Ministry of Justice Criminal Record check with Vulnerable Sector Screening required

To Apply: Please send a cover letter and resume to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.ca

Please Note:

1. ***Application Deadline:*** This posting will close March 28, 2025.
2. ***Please indicate in your cover letter how you heard about this position.***
3. ***We appreciate all applications, however only short-listed candidates will be contacted.***

The YMCA-YWCA of Vancouver Island is an equal opportunity employer.