



June 4, 2025

Child Care Supervisor
PEXSISEN YMCA-YWCA Child Care Centre
(3100 Constellation Ave, Langford, BC)

Position: Permanent Full-Time
Placement: July 28, 2025 (*please note: start date may be negotiable*)
Salary: **\$29.00 per hour**
**Please note – This position is eligible for an additional \$6.00 per hour provided via the BC ECE Wage Enhancement Program.*

Hours: 40 hours per week, Monday to Friday (centre operates 7:00am and 5:30pm; hours may vary to reflect the needs of the childcare centre).

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 YMCA Playing to Learn and YMCA A Place to Connect curriculum (play-based, emergent curriculums – 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 PEXSISEN YMCA-YWCA Child Care is a new program, opening in September 2025 on the PEXSISEN Elementary school grounds, and offers licensed care for 25 preschool-aged and 50 school-aged children.

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 YMCA A Place to Connect curriculums
- 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-YWCA requirements
- To maintain confidentiality of all information related to the centre, the children, their families, and staff
- To attend all professional development and training sessions as scheduled

Qualifications:

- Early Childhood Educator License to Practice required
- Infant/Toddler Educator License to Practice is an asset
- Special Needs License to Practice is an asset
- Experience working with children aged 5-12 years old in a recreation or child care environment is an asset
- Minimum 2 years' supervisory experience preferred, ideally in a charity/not-for-profit environment, with a 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.com

Please Note:

- 1. Application Deadline: This posting will close June 16, 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.