



## Job Posting

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### **Supervisor, Child Care Center**

**YMCA of Kingston**  
**Kingston, Ontario**

**Employment Category:** Full-time

**Hours:** Flexible work schedule between 7:30a and 5:30p, Monday to Friday. Occasional weekend or evenings may be required.

**Compensation:** \$19.95 - \$21.95 per hour. (Wage enhancements are included in hourly wage.)

**Placement Date:** January 28, 2019

**Work Location:** 100 Wright Cres., Kingston, ON

#### **Our Mission:**

The YMCA of Kingston is a registered Canadian charity dedicated to building strong kids, strong families, and a strong community by providing opportunities for all to grow in spirit, mind and body.

#### **Our Core Values:**

**Caring** about the health and wellness of our community

**Honesty** to the community we serve about our values, mission and vision

**Respect** all members of the community regardless of age, race, gender, religion, ability or economic circumstance

**Responsibility** to provide effective leadership and resources to benefit our community

#### **Nature & Scope:**

The YMCA of Kingston Child Care Centre is licensed by the Ministry of Education (MOE). The candidate must be able to adapt to change, and be competent and comfortable working with children from 0 months to 12 years and a complement of more than 10 staff.

#### **Responsibilities:**

The successful candidate will be responsible for the safekeeping and well-being of all children enrolled in this program. Overall responsibilities associated with this position include:

- Coordinate and supervise all aspects of the YMCA of Kingston Child Care Centre, meeting or exceeding all standards required by the MOE and the YMCA of Kingston.
- Be part of a staff leadership team assisting the Association to achieve its goals and mission.
- Liaise with other YMCA departments to support new programs and initiatives.
- Coordinate and ensure the accuracy of all records and reports.
- Oversee and develop the programs in accordance with the YMCA Playing to Learn (YP2L) curriculum and the Program Statement.
- Perform recruiting, interviewing, hiring, evaluation, discipline and training of the Child Care Centre staff.
- Prepare the staff schedule and authorize payroll in Dayforce.



- Perform Child Care Centre tours and orientation for prospective/new families.
- Be responsible for the ongoing operation and management of the Child Care Centre, ensuring that revenue targets are met or exceeded and the center is maintained clean and in good working order.
- Conduct all principle requirements of the position as detailed in the Supervisor, Child Care Centre job description.
- Other duties as assigned.

#### Qualifications:

- “Clear” Criminal Reference Check (CPIC) including Vulnerable Sector Check completed not more than 120 days prior to interview, preferably performed by the Kingston City Police
- Diploma in Early Childhood Education with a minimum of 5 years experience working in the field and minimum of 2 years supervisory experience.
- A current member, registered with the College of Early Childhood Educators
- Up to date immunizations
- Current Standard First Aid and CPR Level C

#### Competencies

- *Knowledge:* Successful candidate will have knowledge of the Child Care Early Years Act, human resources, team management and budgeting.
- *Problem Solving:* Incumbent needs to be able to think and act quickly to resolve problems or issues that arise.
- *Leadership/Supervision:* Incumbent needs to be able to work as part of a team, encouraging open relationships, supporting employee engagement and actively strengthen relationships with families and the community. The must demonstrate and promote the mission, vision, strategic outcomes and values of the YMCA.
- *Attention to Detail*

**Please apply, in writing, with a résumé and cover letter by Dec. 31, 2018 to:**

**Jill MacDonald RECE**  
**Manager, Child Care Services**  
YMCA of Kingston  
100 Wright Crescent  
Kingston, Ontario K7L 4T9  
Tel: 613-546-2647  
Fax: 613-549-0654  
[Jill\\_macdonald@kingston.ymca.ca](mailto:Jill_macdonald@kingston.ymca.ca)



Building healthy  
communities

**YMCA  
of Kingston**

*We appreciate your interest in a career opportunity with the YMCA of Kingston. Please note that only those selected for an interview will be contacted.*

*The YMCA of Kingston is committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Kingston values the diversity of people and communities and is committed to excellence and inclusion in our Association*

***This position has been posted internally and externally***