



Childcare Coordinator

Part-Time. Permanent position.

Position posted on: February 16, 2023

Preferred Start date: April 03, 2023

Location: Squamish office and in programs as needed

Schedule: 20 hrs/week, Monday-Friday, 1:30-5:30pm or 2pm-6pm

Compensation: \$29.74/hour

The Childcare Coordinator plans, develops, implements, and oversees the day-to-day operation of 9 pre-school and school aged childcare programs. They supervise and support Senior Educators and other program staff and volunteers as required.

Qualifications:

1. Early Childhood Educator diploma.
2. HighScope Teacher certification or commitment to complete training
3. Three (3) years recent related experience working with children including one (1) year supervisory experience.
4. Or an equivalent combination of education, training, and experience.
5. Valid BC class 5 driver's license,
6. Valid First Aid Certificate
7. Must be 19 years of age or older.

Job Skills and Abilities:

1. Excellent oral, written, facilitation and interpersonal communication skills.
2. Demonstrated teamwork, leadership, and supervisory skills.
3. Demonstrated knowledge of licensing regulations and operating standards.
4. Familiarity with the BC Early Learning Framework.
5. Strong organizational skills including experience scheduling staff.
6. Demonstrated understanding and sensitivity to cultural diversity.
7. Demonstrated experience in planning and chairing meetings.
8. Basic computer skills using Microsoft Office (Word, Excel) and database experience.

Requirements for employment:

1. Criminal record review
2. Signed confidentiality form
3. Approved reference check
4. Immunization record
5. Proof of full Covid-19 vaccination is required
6. Infrequent travel to Pemberton may be required

Benefits and Perks: There are a lot of great benefits and perks for staff at SSCS. Taking good care of our people means that our people can take good care of our clients. Most of our staff are unionized and represented by BCGEU – British Columbia General Employees'

Union. Please note that benefit eligibility varies depending on the nature of the position, hours worked, etc.

Healthcare: After the 3-month probationary period, we offer an extended health program through Group Health. The plan covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% employer-paid.

Vacation & Leave: Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays. This equates to a minimum of 3 weeks of vacation and a maximum of 7 weeks over time.

Other Perks: Casual dress, paid sick days, and more.

Compensation: As per the BCGEU Collective Agreement, **the wage is \$29.74 per hour.**

Apply today at: jobs@sscs.ca