

**BRITANNIA COMMUNITY SERVICES CENTRE**  
1661 Napier Street  
Vancouver, BC V5L 4X4  
Ph: 604.718.5800  
Fax: 604.718.5858



**Mount Pleasant Child Care Society**  
**Full-time Senior Supervisor**  
**Start Date: August 01, 2022**

We are currently seeking a full-time Senior Supervisor at our Mount Pleasant Child Care Society location. We are a successful not-for-profit provider located in Mount Pleasant, Vancouver, and have been providing 12 toddler and 25 3-5 spaces to our community since 1975. The purpose of this position is to help meet the needs of the parents and community by providing engaged and meaningful child care programs.

The Senior Supervisor provides leadership and guidance for the educators, consistent with policies of Britannia Community Services Centre Society and provincial legislation. This position leads the program's delivery, budgeting procedures and financial oversight, maintains positive relationships and is accountable for all decisions within their delegated areas. Responsibilities include the overall operation of the facility, programs, and the supervision of educators. The position is approximately 60% administration and 40% working in ratio.

We are seeking an individual that can build and maintain strong, healthy relationships with educators, children, families and community organizations. Partners include; Parent Board of Directors, Britannia Community Services Center and Child Care Hub, City of Vancouver, Vancouver Supported Childcare, Early Child Pedagogy Network and more.

The Senior Supervisor is accountable to the Parent Board of Directors and the Britannia Child Care Manager

**QUALIFICATIONS**

- Current BC ECE and Infant Toddler License to Practice Certificate
- Office Administration Certificate or equivalent is an asset
- Current First Aid Certification
- Written verification of healthy physical and mental health as stated by a qualified physician
- Clear criminal record check
- Minimum five years' experience working with children aged 1-5 years and three years' experience in a leadership/managerial role

**DEMONSTRATED ABILITIES**

- Passion for working with children, families, educators and the community
- Promote and maintain a safe, positive, inclusive, respectful, stimulating and engaging environment
- Strong interpersonal relationship building skills
- Background in child care administration, operations and working with a parent led Board of Directors
- Strong leadership, organizational and communication skills
- Knowledge of local Indigenous culture is an asset
- Pedagogical background and experience working alongside a pedagogist is an asset
- Understanding of the ECE landscape and experience in change management
- Excellent computer skills in the Microsoft Office 365 suite of software, including Outlook, Word, Excel, PowerPoint

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**WHAT WE OFFER**

Salary - \$29.66/hour + \$4.00/hour ECE Wage Enhancement

Hours: Monday to Friday, 7 hours/day

Benefits –Employer Paid Dental, Extended Health Benefits, Life Insurance and ADD, Medical Services Plan & Municipal Pension Plan

Vacation entitlement – 4% of earnings first year, increasing to 3 weeks after first year

Ongoing professional development and training opportunities - Mount Pleasant CC is in partnership with the Early Childhood Pedagogy Network

Work and collaborate in the Britannia Community Services Child Care Hub

**APPLICATIONS**

Please email a cover letter and resume outlining your experience and education, three references, copies your BC License to Practice and current first aid certificate by June 19, 2022: Jacky Hughes [jacky.hughes@vancouver.ca](mailto:jacky.hughes@vancouver.ca)

We thank all applicants for their interest, however; only those selected for an interview will be contacted. Britannia Child Care Hub is an equal opportunity employer, pursuing diversity and valuing what diversity brings to the workplace. This position is open to applicants of any gender.

The Senior Supervisor and Child Care Hub Staff are members of the BCGEU.