



**February 11, 2020**

**Internal/External Job Posting - #CH18-20-01**

**PROGRAM MANAGER POSITION – PERMANENT PART TIME**  
**COLLINGWOOD NEIGHBOURHOOD SCHOOL AGE CHILD CARE PROGRAM**

**Collingwood Neighbourhood House – our mandate...**

To promote the well being of the Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

**The successful candidate will be able to:**

- Work with other team members to plan and implement a quality responsive curriculum for young children and develop healthy relationships and communicate effectively, with children, their families and colleagues.
- Apply contemporary early childhood practices in the development of a quality program within a team environment
- Demonstrate their understanding of and respect for the competency of young children
- Work within the ECEBC Code of Ethics
- Be engaged in exploring and implementing the goals of the BC Early Learning Framework
- Demonstrate ongoing professional development and commitment to continued learning

**Qualifications**

- School Age Child Care Certificate (or equivalent education) preferred with at least 3 years' experience in a supervisory position.
- Current First Aid certificate required
- Strong program planning, organizational, leadership and communication skills required
- Experience working with emotionally, behaviourally, intellectually and physically challenged children an asset.
- Ability to work within a multicultural environment
- Ability to work flexible hours and participate in activities with the children (i.e. swimming, skating, etc...)
- Preference is given to candidates who are members of the School Age professional association, SACCA.

**Wages and Benefits**

Salary: \$20.79- \$21.88 per hour (subject to improvement)

Schedule: 31 hours per week - split shifts (AM/PM)

Start Date: ASAP

This position is covered by a Collective Agreement with CUPE Local 1936.

### **Application process**

Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified local applicants.

Equality of opportunity and diversity is important to us. We do not discriminate on the basis of race, religion, color, ethnicity, gender, sexual orientation, age, marital status, or disability.

**SUBMIT RESUMES BY: March 6, 2020**

**Please quote reference #CH18-20-01**

**Sabrina Bantog**

**Child Care Enrollment & Human Resources Program Coordinator**

Collingwood Neighbourhood House

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