



Mount Pleasant Neighbourhood House

800 East Broadway • Vancouver BC, Canada • V5T 1Y1

Phone: 604.879.8208 • Fax: 604.879.4136 • info@mpnh.org • www.mpnh.org

Internal/Eternal Posting

SCHOOL AGE SUPERVISOR

Posted: Aug 29th, 2023

Closing: Until Filled

The School Age Supervisor is responsible for 1) helping coordinate Before & After School Care Programs; 2) directly supervising staff and children in our BAC Program 3) Leading activities in a positive, creative, and energetic manner with an emphasis on the children's physical and emotional wellbeing; 4) Assisting coordinator in all facets of the program including programming, administration and registration.

The position reports to the Coordinator of School Aged Programs, with whom this position works closely with. The position will also participate and be involved in MPNH and community wide special events and initiatives.

The ideal candidate is someone who works well both independently and as a team, good multi tasker and quick on their feet, engaging and connects easily with children and families, strong communication skills, efficient and prompt, takes pride in ensuring that all licensing requirements are being met and operational and administrative functions are well-maintained to help enhance the quality of our programs and services

Responsibilities

- Develop positive and professional relationships with the children that promote self-esteem and support the growth and development of each child
- Development and implementation of a balance of indoor and outdoor, group and individual age-appropriate activities
- Organize appropriate and stimulating trips and special seasonal activities and events
- Develop and implement daily activities that promote healthy development



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- Establish positive and professional community relations (family, school, community centers, etc.)
- Always ensure the safety and wellbeing of children
- Ensure the toys and equipment are clean and well maintained
- Ensure effective and cooperative teamwork and communications
- Assist in administration of the program
- Assist in registration of the program
- Assist in maintaining communication with families and staff of the BAC program
- Maintain positive and supportive relationships with parents and families
- Be knowledgeable of MPNH Policies and Procedures, and mission and values of the house
- Participate in MPNH fundraising events and community activities

Qualifications

- Completed a course or combination of workshops/courses of at least 20 hours of professional development in child development, guidance, or health and safety
- Post-secondary education in childcare, psychology, counselling, social work, and or community services are assets
- Completed Responsible Adult



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- Must be 19 years of age
- Valid First Aid Certificate
- Clear Criminal Record Check
- Able to form positive relationships with children and adults
- Minimum two years' experience working with a variety of cultures and family dynamics
- Well-developed interpersonal skills, including both written and oral communications
- Creative, flexible and takes initiative
- Class 4 Driver's License is strongly desired and MPNH will support and fund the employee to obtain a Class 4 Driver's License
- Strong time management, organization, communication, interpersonal and problem-solving skills and the ability to thrive in a dynamic and fast-paced work environment
- Demonstrated ability to work in a diverse environment, with individuals and communities of all backgrounds and abilities. Demonstrated understanding of and commitment to diversity, inclusion, and equity
- Appropriate personal and professional boundaries and commitment to ethical service standards

Working Conditions

- During the school year this position works at MPNH and on site at Florence Nightingale Elementary
- Set up and tear down of the program equipment is required
- Monday to Friday, split shift (eg. 7:15-9:15 and 2:45-6:15) plus an additional 1 hour per day for administration



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Physical Requirements

This position requires moving of furniture and individuals should be able to run and play with children

Terms: This is a Regular Part Time Position for a total of 32.5 hours

Salary: Starting hourly rate from \$22.32-\$24.32 (Band 7 of ANHBC'S salary grid) -based on qualifications and experience

Please submit a cover letter, resume and 2 references to mnguyen@mpnh.org addressed to Melanie Nguyen, Coordinator of School Age Programs

MPNH is a non-profit, community-based organization located in East Vancouver and is a part of the Association of Neighbourhood Houses of BC. We are an equal opportunity employer. For more information on MPNH please visit www.mpnh.org.



Mount Pleasant Neighbourhood House is located on the traditional, ancestral and unceded territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.