



**YMCA of Central East Ontario**  
**Belleville**

**POSITION VACANCY:** Kids Club Coordinator

**EFFECTIVE:** A.S.A.P.

**REPORTS TO:** Manager of Children, Youth & Family  
Services

**STATUS:** Full Time – Monday – Friday  
16 Month Maternity Leave Contract

**OVERVIEW:**

The YMCA of Central East Ontario is a charity committed to strengthening the foundations of community. We are dedicated to helping people grow in spirit, mind and body.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Central East Ontario with a current (within 30 days of hire) and satisfactory Police Records Check with vulnerable sector screening.

**GENERAL ACCOUNTABILITY:**

To provide hands-on leadership and support for the licensed after-school programs so that they reflect YMCA principles and standards. Build a framework that allows for staff development, training, coaching and supervision. Build relationships with representatives of both school boards and provide leadership and guidance in handling participants' behaviours and communication with families. Responsible for all site operations, emergency procedures and program administration.

**KEY RESPONSIBILITIES:**

- Regularly maintain, monitor and evaluate staff performance
- Schedule a balanced workday that includes direct program leadership and assessment and administrative requirements.
- Ensure the YMCA A Place to Connect curriculum is delivered and quality standards are exceeded.
- Recruit, hire, train, supervise and provide leadership to all staff and volunteers within the Licensed Child Care department as it pertains to school age children.
- Responsible for the staffing schedule to maintain licensed ratios.
- Regularly interact and provide support and resources to families.
- Create and manage the allocated budget throughout the year.
- Evaluate programs on an ongoing basis and respond to clients emerging needs.
- Act to create and strengthen relationships with community partners.
- Work as a member of the childcare senior leadership team.
- Provide opportunities for school age staff to participate in Professional Development as it aligns with YMCA practices.
- Understand and comply with Provincial, Municipal Regulations and YMCA Policies
- Complete Ministry of Education Requirements as laid out in Policy and administrative matters.
- Become proficient with the Child Care and Early Years Act by the Ministry of Education.
- Other duties as assigned by the Manager of Children, Youth and Family Services

**WORKING CONDITIONS:**

- Standard First Aid & CPR C
- Hours are Monday-Friday (must be available to work some evenings and weekends as required)
- High paced dynamic environment
- Must have your own transportation or access to your own transportation

**EDUCATION/TRAINING/QUALIFICATIONS:**

- Diploma in ECE or Child and Youth Worker or Recreation Leadership

**EXPERIENCE:**

- Supervisory Experience
- 2 Years' Experience

**CORE COMPETENCIES:**

1. Integrity	Demonstrate responsible behaviour at all times and maintain high ethical standards.
2. Service Orientation	Deliberately identify and create opportunities to enhance each and every person's YMCA experience.
3. Commitment to YMCA Vision and Values	Demonstrate and promote a personal understanding and appreciation for the mission, vision, strategic outcomes and core values of the YMCA.
4. Concern for Health and Safety	Acknowledge and understand how to manage and educate others of risk and harm reduction.
5. Quality Focus	Ensure that all YMCA programs and services are superior.
6. Child & Youth Focused	Commit to assisting growth and development among children and youth.

All interested candidates are to submit a letter of application and resume to:  
Carly Butterworth  
HR Manager  
Carly.butterworth@ceo.ymca.ca

Applications will be received until **November 5, 2018**

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

The YMCA of Central East Ontario 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 Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.