



Renfrew Park Community Association (RPCA)

2929 East 22nd Avenue, Vancouver, BC, V5M 2Y3, 604 257 8388, www.renfrewcc.com

RPCA Mission Statement: We aim to assist in developing and fostering community spirit and involvement and to work closely with the other groups in the Renfrew-Collingwood Neighbourhood. We aim to provide cultural, intellectual and physical activities through affordable recreation and leisure

Job Posting

Job Title: Childcare Manager

Position Summary:

The Renfrew Park Community Association Childcare Manager will oversee Renfrew licensed preschool program and the new Renfrew After school program. This will involve HR responsibilities, Program development, Administration, Children and parent support, budgeting and registration. The Manager will work closely with preschool and after school care staff as well as the Recreation Programmer and other staff at Renfrew Park Community Centre.

Responsibilities:

- ***Program Planning and development:***

Renfrew Park CCA is aiming to open this After School Care program in September 2024. Between December 2023 and June 2024, the focus of this role for that program will be leading a license application, doing program development, staff hiring, purchasing supplies and any other tasks required to get the program ready for opening. Hours may increase if needed once the After School Care has opened.

- Ensure that program Supervisors are planning timely, developmentally appropriate and safe activities for children in their care
- Ensure that the RPCA Childcare Programs are operating in compliance with guidelines and licensing requirements.
- The Childcare Manager is responsible for closely cooperating with the Preschool Head Instructor and Instructors in the planning and execution of the Preschool program which shall be keeping with the philosophy and policy of the Association. The programs are required to satisfy the needs of the different age groups of children.
- The Childcare Manager is responsible for budgets, record keeping, preparing reports, working with the ministry and other agencies as required, and working with the Recreation Programmer and Community Recreation Supervisor of Renfrew Park Community Centre.

- ***Supervision:***

- Supervise, coach and evaluate childcare staff.
- Provide oversight and development of childcare staff including recruitment, performance review and evaluation, dealing with HR issues and staff celebration.
- Recruit, schedule and supervise volunteers as needed.
- To ensure that the program needs both health and regulatory requirements of the Community Care Facilities Licensing Act.
- The Child Manager may participate in any Parent-Staff interviews or meetings as required during the school year (day and evening sessions).

- The Childcare Manager is required to maintain daily attendance records and ensures the maximum allowable registration is maintained.
- **Administration:**
 - Signing off on payroll for Preschool Staff prior to submitting to Recreation Programmer for final approval.
 - To maintain the day to day administration within the Childcare classrooms as well as the monthly petty cash, supply shopping, newsletters and other various duties.
 - Find substitutes for staff that are calling in sick, and inform Recreation Programmer immediately.
 - Purchasing and sourcing equipment/supplies for Preschool.
 - Ensure proper and accurate recording of their own payroll hours.
 - Ensure proper sign in and sign out at start and end of shifts.
 - To contact the Recreation Programmer when sick time is being requested.
 - Ensure that subsidies for participants and parents are processed.
 - Apply and maintain records and stats for Child Care Operating fund, Wage Enhancement Program and Fee Reduction.
 - Organize childcare registration dates with front office and update ActiveNet where required
 - Organize training for Licensed Childcare staff
 - Work with the Recreation Programmer to ensure that there is ample advertisement for the program.

Other Duties as Required in collaboration with RPCA and Park Board Recreation Supervisor.

Qualifications/Skills:

- Administration experience
- Staff supervision and HR experience
- Strong communication, organizational and time management skills
- ECE Certificate (valid and up-to-date), recent childcare experience
- First Aid Training & Certification
- Ability to work independently as well as part of a larger team; demonstrates good judgment
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook
- Clean criminal record check

Position Details:

- 25 hours per week; 11am- 4pm each day Monday to Friday (subject to flexibility and with possibility of increase)
- Pay rate : \$33 per hour + 4-6% holiday pay
- Occasional participation in various RPCA Committee meetings (evenings) and RPCA events (weekends, Statutory holidays), as required

Application Process:

- Job post opens Friday November 3rd **deadline for application close November 17th at 5pm**
- **Please submit a resume via email only to angela.lee@renfrewcc.com Brief cover letters are also welcome.**
- We thank all applicants for the time and consideration they have taken in the submission of their resumes. Only those who are invited for an interview will be contacted.
- **Start date, as soon as possible, as agreed.**