



**School Age Child Care Administrator**  
**Part Time, Contract – Various Locations**  
**Wage Range: \$25.00-\$35.09/hr – in accordance with provincial ECE wage grid**  
**(Administrator bonus paid monthly)**  
**Job Competition #: CCDCYMCA-SACC-ADM**

The YMCA has been part of life in Newfoundland and Labrador since 1854. Our charity's core programs of Health, Fitness, and Aquatics; Child Care and Day Camp; and Employment, Enterprise, and Newcomer Services are offered at more than 20 locations in our communities with an additional 170 points of delivery throughout the province. Our focus on inclusiveness and accessibility means we serve people of all ages, backgrounds and abilities through all stages of life.

**Join Our Team**

The YMCA of Newfoundland & Labrador offers licensed school age child care at or near various schools throughout the Avalon Region. We are seeking part time administrators to join our Child Care team. Our school age administrators oversee all aspects of programming while working within a focused team environment. The goal is to challenge and motivate children by creating a stimulating, safe and nurturing environment. Support is provided to families while diligently adhering to government regulations and YMCA policies, procedures and standards.

**Job Requirements**

- Early Childhood Education Diploma (Level 2), Teaching Certificate, Child and Youth Diploma or Recreation degree/diploma
- [AECENL Level 2 certification](#) or higher
- Experience and/or training in child development, children's programs, and youth recreation
- Experience with licensing policies, regulations and supervising staff
- Available to work part-time to full-time hours, depending on need for full day programming
- American Sign Language (ASL) is considered an asset
- Acceptable Criminal Records Check with Vulnerable Sectors Check
- Current Standard First Aid

**Benefits of Working with the YMCA**

- Wage increases in accordance with the provincial ECE wage grid
- \$50 Christmas gift card
- 12 paid holidays (6 stats per year), medical and dental insurance (80% co-pay for services), life and long-term disability, and accidental death or dismemberment coverage (employee), matched pension contributions (optional after year 2, mandatory after year 3), and Group RRSP (at the employee's discretion and all proceeds are contributed by the employee only)
- Paid time off from scheduled work due to YMCA emergency closings
- Employee Referral Program (Child care positions only; \$15 for every candidate interview; \$50 for every new hire)
- Enhance your health with a free Health, Fitness and Aquatics YMCA membership
- 10% staff discount to YMCA programs and services (not applicable to child care fees)
- We cover the fees for: AECENL annual membership, AECENL waivers and orientation course, Emergency/Standard First Aid, Criminal Record Checks and Vulnerable Sector Checks, professional learning fees, mileage for supply pick up, and post-secondary ECE applications
- Free uniforms. No more deciding what to wear to work



- Keep your career dynamic through our professional development programs
- Work in an inclusive environment where caring, honesty, diversity, respect and responsibility are lived values

### **Key Competencies**

- Creates a respectful and inclusive environment
- Demonstrates the ability to see the world from a child's perspective
- Build relationships with people through behaviours such as greeting people by name, anticipating needs and providing feedback
- Demonstrates personal discipline to meet expectations and goals
- Self-manages behaviours, learns from mistakes, and seeks out feedback and coaching
- Reliable and punctual to ensure our team creates a great participant experience

***The YMCA is on the 2023 Forbes list of Canada's Best Employers. Join the YMCA and become a part of a team you'll love.***



*The YMCA of Newfoundland and Labrador is an equal opportunity employer and values diversity. We are committed to an environment that is barrier-free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation. We thank all applicants for their interest; however only those selected for an interview will be contacted.*