



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

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Employment Opportunity School Age Care Coordinator

South Vancouver Neighbourhood House (SVNH) is looking for an experienced, passionate, and values-based School Age Care (SAC) Coordinator to join our growing team. The SAC Coordinator will assist with the start-up of a 50- space school age care program which is scheduled to open in fall 2025. As well, lead and manage two currently operating school age care programs. ANHBC childcare programs are inspired by the Reggio Emilia Approach, and we apply its principles and values in concert with the values that guide our collective work. This is an exceptional opportunity to help lead the way and co-create inspirational school age programs.

Responsibilities:

Working under the general direction of the Childcare Director, the SAC Coordinator will be responsible for assisting in the start-up and overall leadership, administration and management of three school age programs. This includes, human resources, financial management, facilitating program development and equipment/materials. We strive to be an inclusive, dynamic, and collaborative setting, which includes leading and working in partnership with other educators to plan and implement progressive, innovative social and learning opportunities inspired by the Reggio Emilia approach and guided by the BC Early Framework.

Qualifications and other responsibilities include:

- ECE required – undergraduate degree in ECE or related field is an asset
- Strong understanding of, engagement in, and commitment to the Reggio Emilia Approach
- Minimum 5 years' experience in a licensed childcare setting in a leadership position
- Strong planning, organizational, leadership and excellent oral & written communication skills
- Assist in overseeing start-up functions of the new centre including: setting up waitlist & registration systems, program planning & implementation, human resources, license & permits, furniture and equipment purchasing, team training & development, environment set-up
- Liaise with relevant partners, government agencies, community resources and other professionals and agencies
- Assist in Implementing high standards of care and supervision that promote the well-being of all children based on the Reggio Emilia approach and BC Early Learning Framework
- Leadership and mentorship in the implementation and commitment to SNH's values, and the Reggio-Inspired Learning Centre values and principles

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- Commitment to continued work in Truth and Reconciliation and decolonization
- Developing and maintaining strong relationships and communication with children, families and educators – this includes a passion for and commitment to reflective work and constant learning in partnership with children, families and educators
- An eagerness and ability to work as part of a collaborative, supportive, inclusive and dynamic team in a non-profit and volunteer-based organization
- Passion and commitment for ongoing professional development and growth and exhibiting leadership in this area for other educators
- Creativity, strong initiative, flexibility, enthusiasm, and a sense of humor

Hours: Regular 35hrs per week includes direct service hours as needed to meet program ratio requirements and to support the team of educators and children. This also includes some evening and weekend work.

Competitive benefits package including Extended Health, Dental and Municipal Pension Plan, 3 weeks vacation, sick time, and exceptional professional development opportunities.

Hourly Salary: \$31.20 to \$34.00 depending on experience. This position qualifies for the additional \$6.00 Wage Enhancement.

Position Start Date: May 20, 2025

Additional Information: ANHBC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our comprehensive compensation and benefits package reflects our commitment to our staff and their families. For more information about SVNH and ANHBC, please visit www.southvan.org and www.anhbc.org

To Apply: Please apply by email to Jeanette Wong, Childcare Director @ jeanette.wong@southvan.org by March 21, 2025.

We thank and acknowledge all applicants and will proactively contact only those selected for interviews.

ANHBC Member Neighbourhood Houses:

Alexandra NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH,
Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Centre

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