



SOUTH ARM COMMUNITY ASSOCIATION

8880 Williams Road, Richmond, British Columbia V7A 1G6 • Telephone 604-238-8060 • Fax 604-238-8065

EMPLOYMENT OPPORTUNITY - CHILD DEVELOPMENT SUPERVISOR 1

Applications are now being accepted for a Child Development Supervisor 1 position with South Arm Community Association's Licensed Out-of-School Care Programs. Reporting to the Child Development Coordinator, this position is responsible for the overall operation of a licensed school-aged care program.

DUTIES AND RESPONSIBILITIES:

- Participate in the creation, planning, implementation and evaluation of developmentally appropriate children's programs that address the needs of the whole child - socially, physically, intellectually, creatively and emotionally and which respect the diversity of families within the program.
- Assist the Child Development Supervisor 2 to oversee and direct staff in school-aged childcare programs.
- Participate in interviewing and hiring staff; conduct staff orientation related to program environment and staff manual; facilitate regular staff meetings; provide staff with a shift schedule and conduct staff evaluations.
- Develop and demonstrate child guidance techniques; encourage children to take responsibility for their actions and to develop problem-solving skills.
- Liaise between the program, schools, and community professionals; liaise between instructors and Coordinator.
- Ensure the physical and emotional program environment is safe for children.
- Document children's unusual behavioural and developmental changes in confidential book; sign off on accidents, contagious illnesses and licensing incidents to licensing officer and/or appropriate city staff; document and report suspicions of child abuse to Child Development Coordinator.
- Ensure all programs meet provincial licensing requirements.
- Maintain and reconcile monthly budgets.
- Assume Child Development Supervisor 2 duties in their absence.
- Other related duties as assigned and may vary according to facility.

REQUIRED QUALIFICATIONS:

- Completed a course, or a combination of courses, or work experiences of at least 20 hours in child development, guidance, health and safety, nutrition or other childcare related topics.
- 19+ years of age.
- Immunization Record & Physicians Note.
- Standard or Emergency First Aid and CPR Level C (or higher).
- Successful candidates will be required to pass a criminal record check.
- Upon hiring, attain BCRPA High Five - Principles of Healthy Child Development Certification.

DESIRED QUALIFICATIONS:

- Grade 12.
- Experience working with children that require extra support.
- Early Childhood Education Diploma.
- Class 4 Driver's license or willingness to obtain.
- Experience in leading/managing a group or team.

HOURS OF WORK AND REMUNERATION:

- 35 hours per week (Monday-Friday, shifts of 7-9am and 2-6pm plus admin hours)
- Variable hours during Pro D Days, Winter and Spring Break, Summer camps
- \$22.89 – \$25.77 per hour (*wages as of September 1, 2024*)

Please send Resume, Cover Letter and References by email or drop off in person to:

Alex Ngai – Child Development Coordinator – angai@richmond.ca

South Arm Community Centre – 8880 Williams Rd, Richmond BC, V7A 1G6

The deadline for receiving applications is **Tuesday August 12, 2025.**

Interviews will take place either August 14 or 18, 2025.

The South Arm Community Association thanks all applicants in advance for their interest.
Only those candidates under further consideration will be contacted.