



# 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 2

Applications are now being accepted for a Child Development Supervisor 2 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:

- Create, plan, implement and evaluate 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.
- 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, 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 all accidents, contagious illnesses and licensing incidents to licensing officer and/or appropriate city staff; document and report suspicions of child abuse to the Ministry of Children and Family Development.
- Ensure all programs meet provincial licensing requirements.
- Maintain and reconcile monthly budgets.
- Other related duties as assigned and may vary according to facility.

### REQUIRED QUALIFICATIONS:

- Three years of experience working with children, or an equivalent combination of education and experience.
- Completed a course, or a combination of courses, or work experiences of at least 60 hours in child development, guidance, health and safety, nutrition or other childcare related topics.
- 19+ years of age.
- Immunization Record.
- 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:

- Early Childhood Education certification.
- Experience leading/managing a group or team.
- Class 4 Driver's licence (or willingness to obtain).

### 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.
- \$26.80 - \$30.16 per hour.

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

Alex Ngai – Child Development Coordinator – [angai@richmond.ca](mailto:angai@richmond.ca)  
South Arm Community Centre – 8880 Williams Rd, Richmond BC, V7A 1G6

The deadline for receiving applications is **February 9, 2025.**

**Interviews will take place on February 12 and 13.**

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