



## EMPLOYMENT OPPORTUNITY - CHILD DEVELOPMENT SUPERVISOR 1 WEST RICHMOND COMMUNITY ASSOCIATION

Applications are now being accepted for a Child Development Supervisor 1 position with West Richmond 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 Supervisor 2.
- 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:

- 20 hours of childcare related courses for licensing requirement.
- Additional 20 hours of childcare related courses and minimum 1 year experience working with children, or an equivalent combination of education and experience.
- 19+ years of age for licensing requirement.
- Immunization Record.
- Standard or Emergency First Aid and CPR.
- 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:

- Experience working with children that require extra support.
- Experience leading/managing a group or team.
- Class 4 Driver's licence.
- Budgeting and administrative experience.

### HOURS OF WORK AND REMUNERATION

- 30-40 hours per week (Monday-Friday, shifts of 7-9am and 2-6pm plus flexible admin hours).
- Variable hours during Pro D Days, Winter and Spring Break, Summer camps.
- \$23.23 per hour (\$24.08 as of Sept 1, 2026) + benefits package after 3 months.
- Position starts late August 2026.

**Please send Resume, Cover Letter and References by email to:**  
Dustin Ng – Child Development Coordinator – [dng@richmond.ca](mailto:dng@richmond.ca)  
West Richmond Community Centre - 9180 No. 1 Rd, Richmond, B.C., V7E 6L5  
The deadline for receiving applications is **June 4, 2026.**

Duties may be carried out in a City-owned facility, however, the City is not the Employer for this position. This position is restricted to those legally entitled to work in Canada. West Richmond Community Association is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. Should you be contacted and require some form of accommodation during the interview process, please let us know and we will endeavour to meet your needs to the best of our ability.