



# **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 7:00-9:00am and 2:00-6:00pm 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](mailto:angai@richmond.ca)

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

The deadline for receiving applications is **Monday, December 29, 2025 @ 5:00pm**

**Interviews will take place between January 6 – 8, 2026.**

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