



**School Age Care Coordinator, Frog Hollow Neighbourhood Neighbourhood House
(Internal)**

Frog Hollow Neighbourhood House & ANHBC

Frog Hollow Neighbourhood House is a volunteer-driven, community-service organization. Our mission is to make neighbourhoods better places to live. Our goal is to enable people to enhance their lives and strengthen their communities. Our challenge is to work with communities to develop innovative programs and services that meet the changing needs of a diverse population.

The Association of Neighbourhood Houses of BC (ANHBC) builds healthy and engaged neighbourhoods by connecting people and strengthening their capacity to create change. ANHBC is the legal entity and umbrella organization made up of eight neighbourhood houses, an outdoor camp and central services. We operate more than 300 community-based programs and services for a diversity of participants. At ANHBC, we are committed to Reconciliation, Decolonization and Anti-racism. Together with community, we build strong and supportive relationships at welcoming and inclusive sites throughout Metro Vancouver. To learn more about ANHBC, visit www.anhbc.org.

ANHBC is currently seeking an experienced School Age Care Coordinator who shares [ANHBC's values](#) to join our Frog Hollow Neighbourhood House team www.froghollow.bc.ca. Neighbourhood houses are highly collaborative with a strong team framework. The right person for this position is passionate about community development, social justice and is values-aligned with our organization.

About You

Frog Hollow Neighbourhood House is looking for a passionate, creative and committed individual to join our dynamic Child Care Team as a Leader of our School Age Program/s. We have 3 school age programs which are located at The Village @ Lord Nelson, Nootka Elementary and at Frog Hollow Neighbourhood House. This position would co-lead and over see the School Age Care Programs in collaboration with other School Age Care Coordinator/s. Our team is passionate, collaborative, inspired by the Reggio Emilia Approach and we apply its principles and values in concert with the values of Frog Hollow Neighbourhood House. We are part of Frog Hollow's integrated "Reggio-Inspired Learning Centre" (<http://www.reggiolarning.ca/>) with amazing opportunities for professional development and collaborative initiatives with other educators and with the community as a whole. This is an exceptional opportunity to help lead the way as part of an exciting child care program that is inspiring, nurturing and provocative. Frog Hollow Neighbourhood House is recognized for our innovative, inclusive and welcoming approach in working with families, staff, volunteers and our community.

About the Position

Working under the general direction of the Program Director, the Program Coordinator 1 takes responsibility to plan, develop, organize, implement, deliver and evaluate school age care programs in conjunction with the other School Age Coordinator and Director. As a leadership role in the context of the neighbourhood house approach, the Program Coordinator 1 assists the Program Director and Executive Director in establishing policies and procedures regarding participant involvement, program requirements and outcome measurements.

Key Duties and Responsibilities

Program Management and Coordination

- Assess the community and organizational needs and assets, establish programs goals and objectives with inputs from the community, the Program Director and Executive Director
- Organize resources, including human, financial and other resources in order to achieve goals and outcomes of the programs
- Monitor and ensure the objectives and outcomes of the programs meet funders' expectations
- Write programs reports, collect statistics and keep other programs related documentations in place
- Liaise and coordinate between program funders, community partners and other service providers
- Communicate and promote programs information both internally and externally
- Build, develop and maintain effective relationships with all stakeholders of the programs
- Assist in program administration and monitoring programs budgets
- Assist in developing and preparing funding proposals for the programs and identify new funding opportunities
- Work in conjunction with other members of the Child Care Leadership Team to lead, support and ensure that all our child care programs are functioning at their highest level of capacity

Public Relations

The School Age Care Coordinator shall:

- Promote the School Age Care Program in the community, implement participation, and maintain full enrolment in all School Age Care Programs.
- Keep lines of communication open with the VSB, government/city agencies, community resources and surrounding childcare centers.
- Shall work in conjunction with members of the Childcare Leaders (management) team on House wide issues and policies impacting childcare.
- Shall provide leadership and play a role in House wide events representation, and initiatives.

Work in collaboration with other House programs e.g. Community programs in various projects and activities throughout the year.

Communicate and promote program(s) information both internally and externally

Staff and Volunteer Management

- Play a key role in the recruiting, hiring, orienting, coaching, supervising, disciplining and terminating process for staff and volunteers of the programs in consultation with the Program Director and Executive Director
- Provide guidance to staff and volunteers of the programs in interpreting relevant NH policies and procedures

Skills & Qualifications:

- Post Secondary Education in child development of related field or combination of education and experience
- Responsible Adult Certificate, ECEA/ECE is an Asset
- Class 4 or Willingness to obtain
- Strong understanding of, engagement in, and commitment to the Reggio Emilia Approach
- Minimum 5 years' experience in a childcare setting
- Strong planning, organizational, leadership and excellent and proficient oral and written communication skills
- Liaise with the VSB and other relevant partners, government agencies, community resources and other professionals and agencies
- Implementing high standards of care and supervision that promote the well-being of all children based on the Reggio Emilia approach and BC's Early Learning Framework

- Leadership and mentorship in the implementation and commitment to Frog Hollow Neighbourhood House's values, and our Reggio-Inspired Learning Centre values and principles
- 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: This is a regular full time position at 35 hours/week, Monday to Friday. It includes direct service hours 2:15/2:30 to 6 and some 7:30-9:00am shifts if needed. This also includes some evening and weekend work.

Salary & Benefits: Competitive benefits package including group medical and Municipal Pension Plan, 3 weeks vacation, sick time, and exceptional professional development opportunities.

Hourly Salary: \$28.08 to \$30.60 depending on education and experience. This position qualifies for the additional \$6.00 WE for any candidate with ECE.

Start Date: July 16, 2024

The Association of Neighbourhood Houses of BC is an equal opportunity employer. Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building.

We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities.

How to Apply: All qualified individuals who share our values are encouraged to apply by **Friday June 28, 2024** to:

Anna Cuomo, Director of Children's Centres at annac@froghollow.bc.ca
Please include a cover letter

To help us track our recruitment effort, please indicate in your cover letter where you found this posting. We thank and acknowledge all applicants and will contact those selected for interviews. No phone calls please.

We acknowledge that our houses, camp and central services office are situated on the stolen, traditional, ancestral and unceded territories of the Coast Salish people including the Musqueam, Squamish, Semiahmoo, Kwantlen, Tsleil-Waututh, Kwikwetlem, Tsawwassen and Sto:lo Nations.