

BGC South Vancouver Island's (BGCSVI) mission is to provide safe, supportive places where children, youth and families experience opportunity, overcome barriers, develop skills, positive relationships and confidence for successfully leading their lives and communities. We provide social, recreational and developmental services to children, youth and their families that support all aspects of our Mission.

The Agency supports practice through a trauma-informed lens, placing a priority on participant safety, choice, and self-determination. Our programs are approved by the Commission on Accreditation of Rehabilitation Facilities (CARF).

At BGC South Vancouver Island, we believe *"Opportunity Changes Everything!"*

Position Summary

The Licensed and ECE Supervisor is responsible for overseeing and ensuring the safe and effective delivery of programming and services for children and youth in our Licensed Programs and our ECE program. This includes planning, implementation, and managing risks. A key aspect of this position involves building relationships and serving as a positive role model for staff, volunteers and program participants. The Supervisor develops and ensures the delivery of innovative, outcomes-based programming through a trauma-informed approach that prioritizes safety, empowerment, choice, and skill development. Integral to this role is demonstrating the Agency's values in daily practice while adhering to Agency policies, procedures, and relevant standards. The Supervisor follows the Agency Code of Ethics to guide decision-making and professional behaviour, and leads by example with an intentional and purposeful focus on achieving outcomes and results.

Position Details

Wage: Base Wage: \$25/hour + \$4/hour ECEWE subsidy (with ECE certificate)

Status: Full time, permanent

Hours: 37.5 hours per week

Shift: 5 days per week, Shift, Monday to Friday, scheduled shifts based on program needs

Location: Central Saanich Club, 1233 Clarke Rd, Brentwood Bay, V8M 1E2

Benefits: Extended Health coverage including dental, prescriptions, optical, life insurance, critical illness, long-term disability

Opportunities: Professional development, supportive work/life balance, training and development, career opportunities and advancement

Key Duties and Responsibilities

Licensed Child Care

- Obtains the appropriate Community Care facility license and ensures compliance with Child Care licensing regulations, in collaboration with the Professional Practice Coordinator (PPC) or Program Director
- Establishes and maintains a professional working relationship with assigned Community Care Licensing Officer
- Oversees and supervises the 40-spaces of Licensed Group Child Care (5-12 years)

ECE

- Implements the Early Learning Framework

- Assist with the development and oversight of a new licensed 16 spaces preschool (30 months to school age program)
- Implements best practices that support positive behavior strategies and relationship development
- Works in-ratio as an active team member, role modelling, coaching, mentoring and supporting quality program delivery and best practices (as required)
- Delivers programs offering a variety of indoor and outdoor activities that promote the physical, intellectual, emotional, and social development of children
- Actively participates in Case Management/Care Plan meetings and service provision
- Develops and reviews Care Plans with care givers; updates appropriately to ensure participants needs are being met
- Serves as liaison between community resources and families to support community connections
- Reviews program and service delivery objectives against actual contract deliverables, BGC Canada's Model for Success, and program Logic Models, in collaboration with PPC
- Supervises, orients and trains staff in both Licensed and ECE programs
- Completes Work Plans, Performance Reviews and Training Plans for direct reports
- Promotes team effectiveness between staff members through regular staff meetings and supervisions

Desired Qualifications

- Relevant post-secondary degree in recreation, education, child and youth care, early childhood Education, social work or equivalent combination of education and experience
- Valid Early Childhood Educator Certificate approved by the British Columbia ECE registry
- 3 years' experience working and developing innovative programs
- 2 years' experience supervising and supporting a staff team
- Knowledge of and experience working in a childcare licensed (Preschool and/or School Age) program environment
- Demonstrated knowledge of Early Childhood Development and the Early Learning Framework
- Extensive experience with Community Care Licensing
- Positive Behaviour Support knowledge
- Current First Aid/CPR C certification
- Experience developing and implementing Care Plans/Service Delivery Plans
- Demonstrated ability to incorporate stages of child development in program/service delivery
- Demonstrated preventative approach to behavioural management
- Experience with trauma informed practice
- Class 4 driver's license; clean driver's abstract (or ability to obtain)
- Effective verbal, written and presentation/group facilitation skills
- Effective organizational skills
- Satisfactory Criminal Record Check
- Proof of double COVID vaccination
- FoodSafe Certification
- Knowledge of Behavioural Interventions

To Apply

- **Please submit your resume and cover letter to employment@bgcsvi.org indicating which position you are applying for in your email subject line** and clearly demonstrating how your experience and qualifications relate to this position
- In the first line of your cover letter, please use our tag line **“Opportunity Changes Everything”**
- In alignment with our mission, we strive to create safe, supportive places and welcome all to apply.

Important Note Regarding COVID-19

- This is a front-line position working in direct contact with youth, and it is considered safe according to governmental guidelines for pandemic outbreaks.
- As an organization we are taking the necessary precautions and adhering to all Provincial Health Services Authority (PHSA) recommendations on sanitization and social distancing in close proximity.
- This position requires double COVID-19 vaccination
- Please do not apply if you are at risk with underlying health concerns or have your own personal concerns regarding social distancing that go beyond the PHSA’s recommendations as we cannot accommodate while adhering to governmental directives

Interested by the opportunity but not sure how to make it fit? Start the conversation and let’s discuss options! Please feel free to reach out with inquiries or for more information via employment@bgcsvi.org

In alignment with our 5 Core Values, BGC South Vancouver Island is proud to be an equal opportunity employer, welcoming diversity and inclusivity in all practices within the organization

BGC South Vancouver Island acknowledges the Lkwungen, WSÁNEĆ, T’Sou-ke, MÁlexeŁ and Scia’new people, whose traditional territories we live and work upon each day