

**North Shore Neighbourhood House**  
**Monday, February 10, 2025**  
**C.U.P.E. JOB VACANCY**  
**CHILD CARE WORKER 3 Supervisor – OUT OF SCHOOL PROGRAM**

**Posting Reference Number # 2025-1105-03** (please refer to this number when applying)

**RATE:** \$25.58 per hour  
**Hours of Work:** Full-time - 35 hours per week  
**Location:** NSNH Childcare  
**Effective:** March 3, 2025

Nature and Scope of Work

This is child care work in the North Shore Neighbourhood House Child Care Program working with children aged five to twelve or with teens aged 13 to 19 in an Out-of-School program. The position is responsible for the overall daily operation of the program, directing and supervising the work of staff. The work involves the planning, organization and implementation, in conjunction with the other staff, of developmentally appropriate activities to meet the needs of school aged children or teens, including those with special needs, in an out of school setting. An incumbent exercises independence of action and sound judgment in ensuring the safe, effective operation of the centre. Unusual problems and policy matters are referred to the Program Manager – Child Care or Director of Family and Children’s Services who reviews work performance in terms of attainment of desired goals and objectives and the effective operation of the care services provided.

Illustrative Examples of Work

Performs the duties of a Child Care Worker 2.

Ensures the overall daily operation of the program meets the principles established by the North Shore Neighbourhood House.

Directs and supervises the work of staff.

Welcomes new children or teens and their families to the program; explains and interprets the goals and objectives of the program to families; answers questions; ensures enrollment information is in order including medical and emergency information, medical and dietary instructions and parental consent forms.

Works in cooperation with a variety of external agencies and professionals (e.g. social workers, psychologists, and school staff) to ensure consistent care and goal setting.

Prepares and maintains a variety of reports, records, statistics and files related to the work performed.

Performs related work as required.

### Required Knowledge, Abilities & Skills

Considerable knowledge of the care and guidance needed to promote social and personal development of school age children or teens, including those with special needs.

Considerable knowledge of applicable policies, regulations and rules governing the work performed.

Ability to direct the daily operations of the Centre, direct and supervise staff.

Ability to plan and effectively carry out activities to promote social and personal development in children and/or teens

Ability to exercise patience and consistency in behaviour management.

Ability to establish and maintain effective working relationships with families, children, staff, volunteers and external professionals.

Ability to prepare and maintain reports and records related to the work.

Must demonstrate the ability to work well within a team setting, be well organized, flexible and be able to adapt easily to new situations.

Must possess excellent communication and interpersonal skills.

Must be willing to pursue ongoing professional development through attendance at courses or workshops related to working with children or teens requiring support and their families and caregivers

### Desirable Training and Experience

Completion of Grade 12, plus courses on working with children and/or teens, including those with special needs, and experience in a child care setting or a suitable combination of training and experience.

### Required Licenses, Certificates and Registrations

Emergency First Aid Certificate

Criminal Records Check

**Please apply to:** Roberta Niccoli-Morrison  
Manager  
nsnhcc@nsnh.bc.ca

**Closing Date:** **Monday, February 17, 2025**

**North Shore Neighbourhood House  
Posting Request**

Date 2/10/25

Comp# 2025-1105-03

Complete this form to request the posting of a vacant position. Submit to your Senior Supervisor when complete.

Internal     External     Both  
Child Care     Supported Child Dev.     Seniors     Youth     Other

Program or Worksite Location: Childcare OOSC		Hours per week  TOTAL: 35 hours/week
Position Title: CCW 3 OOSC Supervisor		
Previous person in this position: Jose Mendez		
Position Start Date 3/3/25	End Date if temporary	
Employment Type: <input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part time <input type="checkbox"/> Temporary/Acting		
Comments or Special Instructions		

Posting Requested by: Roberta Niccoli-Morrison	
Signature 	Date of Signature 2/10/25
