



YWCA
REGINA

A TURNING POINT
FOR WOMEN
UN POINT TOURNANT
POUR LES FEMMES

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Assistant Manager, Century Crescent Childcare Centre, YWCA Regina October 1, 2018

Hours of Work: 37.5 hours per week

Length of Employment: Permanent

Start Date: As soon as possible

Open to: Internal and External applicants

The YWCA Regina exists to support and empower women, children and youth in addressing their diverse needs in the realization of their full potential, which benefits all. And further, it exists so that:

- Women, children & youth are safe, secure & free from abuse,
- Women, youth & children are empowered & supported in making healthy choices,
- Women, youth & children are making independent choices & are taking responsibility for their lives, &
- Women, youth & children work towards a better world for themselves & others.

Position Description

Under the general supervision of the Child Care Manager, the Assistant Manager is responsible for handling assigned administration duties as well as the implementation of Play and Exploration within the children's programming.

This Assistant Manager must adhere to all the policies and regulations as set out in the Parent Handbook and Child Care Staff Manual

Responsibilities:

- Maintain accurate subsidy attendance list, collecting signatures and submitting forms to the subsidy office
- Arranging the daily break and cleaning schedules and contacting casual staff as required for weekly schedule
- Support in maintain files, ordering supplies as needed in an organized and efficient manner
- Assume responsibilities as outlined as an educator during floor time
- Serve as a mentor to other educators demonstrating expertise in programming and Play and Exploration
- Make observations and record documentation of children and staff in order to promote growth, support development and offer suggestions for overall improvements of the centre
- Support educators in creating responsive environments
- Taking general direction from the centre manager
- Communicate professionally, effectively and respectfully with children, colleagues and family members

Qualifications:

- Minimum education requirement is ECE Level 3 or Equivalent
- Good written and verbal communication skills
- Criminal record check with vulnerable sector

To Apply: Submit cover letter and resume to Brandy Slinn at brandys@ywcaregina.com or drop off/mail to 1940 McIntyre Street, Regina, SK, S4P 2R3 by Wednesday, Oct 10, 2018. Only applicants selected for an interview will be contacted. Please note which position you are applying for in your cover letter. No phone calls please.