YWCA REGINA
2817 12th Avenue
Regina, SK S4T 4Y9
Phone: 306.525.2141
Fax: 306.525.2171
ywcaregina@ywcaregina.com
www.ywcaregina.com

Lumsden Childcare Assistant Director

Department	Lumsden Childcare Centre
Position Title	Assistant Director
Hours of Work	37.5 hours / week
Position Type	FT Term – Ending January 2028
Reports To	Director of Lumsden YWCA Childcare Centre
Start Date	December 14, 2026
Wage	$67,957.50 - $71,526 starting based on experience and knowledge
Work Location	Lumsden YWCA Childcare Centre, 200 Broad Street, Lumsden SK S0G 3C0
Open To	Internal and External Applicants
Application Deadline	1:00 p.m. CST, Monday, November 23, 2026

POSITION DESCRIPTION

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

The Assistant Director must adhere to all the policies and regulations set out in the Parent Handbook and Child Care Staff Manual.

KEY RESPONSIBILITIES

- Direct supervision of program and program educators including assisting and collaborating with Centre Director for hiring, coaching, training, providing direct feedback, role modeling, fostering professional growth, and conducting annual performance reviews for staff.
- Maintain accurate attendance list, collecting signatures and submitting forms.
- Arranging the daily break and cleaning schedules and contacting casual staff as required for the weekly schedule.
- Support in maintaining files, ordering supplies as needed in an organized and efficient manner.
- Assume responsibilities as outlined as an Early Childhood Educator during floor time.
- Serve as a mentor to other educators demonstrating expertise in programming and Play and Exploration.
- Make observations and record documentation about children and staff to promote growth, support development and offer suggestions for overall improvements to the Centre.
- Support educators in creating responsive environments.
- Communicate professionally, effectively and respectfully with children, colleagues and family members.
- Maintain professional ongoing communication with families and while informing them of any unusual incidents.
- Submit any incident report to Senior Director and Childcare Consultant in the absence of Centre Director.
- Adhere to Saskatchewan Child Abuse Protocol & reporting policies and procedures.
- Taking general directions from the Centre Director and complete any other duties as assigned by Centre Director.

WHAT WE'RE LOOKING FOR

We know that skills and experience are built in many ways. Community involvement, formal credentials, lived experience, non-traditional career paths and volunteer work are all valued here. If you meet most of these qualifications

and are deeply committed to the mission of YWCA Regina, we encourage you to apply. Please use your cover letter to speak to the experiences — paid or unpaid — that have prepared you for this work.

Education
- Early Childhood Education Level 3

Experience
- 2 -3 years' experience in similar position in a licensed childcare setting

Knowledge, Skills & Abilities
- Good written and verbal communication skills

ASSETS & PREFERRED QUALIFICATIONS

- Training in Mandt system and Gentle teaching is an asset
- Experience in a non-profit or multi-site work environment.
- Experience working in and/or an understanding of trauma-informed practice.
- Lived experience with the communities Lumsden YWCA Childcare Centre serves, including Indigenous communities, racialized communities, or communities experiencing poverty, housing instability, or family violence.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Work Environment:	Onsite at Lumsden YWCA Childcare Centre, 200 Broad Street, Lumsden SK S0G 3C0.
Physical Demands:	Continuous movement for the majority of shifts up to 12 hours + lifting and carrying 10 - 25 lbs.
Schedule:	Shift between 7am to 6pm Monday to Friday. Timing varies according to Centre needs.
Special Conditions:	ECE Level 3, First Aid/CPR and valid Criminal record check with vulnerable sector.

YWCA REGINA EMPLOYMENT BENEFITS

- Opportunity for a Full-Time permanent position for right candidate with vacancy, including internal competitions.
- Vacation accruals paid out each pay cycle based on hours worked.
- 10 statutory holiday days plus 3 YWCA Regina–recognized paid days annually.
- Access to the YWCA Regina vehicle fleet for work purposes (with applicable credentials).
- Access to the organization's on-site fitness facility.
- Casual dress code and flexible work week.
- A value-driven team committed to equity, care, and community impact.

OUR COMMITMENT TO EQUITY & INCLUSION

As an organization led by and for women, YWCA Regina is deeply committed to building a team that reflects the full diversity of our community. We strongly encourage applications from Indigenous peoples (First Nations, Métis, and Inuit), Black people, racialized persons, people with disabilities, 2SLGBTQIA+ individuals, newcomers, and all others who bring perspectives that enrich our work.

We understand that systemic barriers can discourage people from applying for roles where they are underrepresented. We want to be clear: your lived experience, community knowledge, and unique perspective are genuine assets here. We are actively working to build conditions where every team member can contribute fully and see themselves reflected in our organization.

Accommodation is available at any stage of the recruitment process. If you require support to participate equitably, please contact us at and we will work with you to meet your needs in a timely and confidential manner.
YWCA Regina uses a structured interview process designed to assess competencies fairly and consistently. Shortlisted candidates will be contacted directly. We thank all applicants for their interest; only those selected for an interview will be contacted.

HOW TO APPLY

Please reference "**Assistant Director – Lumsden Childcare Centre"** clearly in the subject line of your application. Applications that do not include this reference may be deemed ineligible.

YWCA Regina invites applicants to voluntarily self-identify as Indigenous (First Nation, non-status, Métis, or Inuit) or as a member of another equity-deserving group in their cover letter and/or resume. Self-identification is entirely voluntary and will not be used in any way that disadvantages applicants.

INTERNAL APPLICANTS: Submit a letter or statement of interest with updated resume in one single document from your YWCA Regina email address to careers@ywcaregina.com by 1:00 p.m. CST, Monday, November 23, 2026.

EXTERNAL APPLICANTS: Submit a cover letter and resume in one single document to careers@ywcaregina.com by 1:00 p.m. CST, Monday, November 23, 2026.

NOTE: Professional references will be requested from finalists only. Please do not include references with your initial application.

ABOUT YWCA REGINA

YWCA Regina Inc., established in 1910, aspires to a world where communities benefit from the full and equitable inclusion of women and families, and where the experiences and perspectives of women and families are reflected in all facets of society. We are a community voice of and for women — and a trusted partner in addressing the most complex issues faced by women and our community. YWCA Regina provides childcare, shelter and housing, community programs, family support programs, and outreach.

For over a century, YWCA Regina has been a cornerstone of life in Regina — evolving to meet the needs of women and families across generations. Our work spans emergency shelter, affordable housing, licensed childcare, family violence prevention, and wraparound community supports. We are a value-driven organization where staff are not simply delivering services — they are partners in meaningful, community-led change.
Working at YWCA Regina means joining a team that leads with love, operates with grit, and believes deeply that every person deserves dignity, safety, and belonging. Our staff bring a wide range of backgrounds, identities, and experiences — and that diversity makes our work stronger.

YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. We are committed to creating safe, inclusive, and accessible services and spaces for gender and sexually diverse persons. We acknowledge that our social systems, communities, and organizational processes can perpetuate the marginalization of Indigenous peoples, Black people, and gender and sexually diverse people. We are committed to systemic change and to actions that further justice, truth, and reconciliation for marginalized peoples.

OUR VALUES

- **Mutual Respect:** Everyone deserves an equitable, judgement-free environment.
- **Truth, Trust & Transparency:** We conduct our work with honesty, integrity, and transparency to hold ourselves accountable and maintain the trust we have earned in our community.
- **Community Allyship:** We embrace change by amplifying voices that guide our work. We actively advocate with and meet people and the community where they are, to support them in getting where they want to be.
- **Collaboration:** The collective strength, aligned partnerships, and interconnectedness of community enable us to drive change, disrupt power structures, and address barriers.
- **Love and Care:** The way in which we care for our people and community matters. By providing a nurturing, welcoming, and loving environment, we create spaces for care, a sense of belonging, family, and home.
- **Grit:** Our perseverance, passion, and resilience affirm our belief that change is possible even in the face of adversity.

