



## WoodGreen Community Services *Job Posting*

### Our Vision:

A Toronto where everyone has the opportunity to thrive

## ***Assistant Supervisor, Child Care Competition #2020-125-CCFS***

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<b>Employment Type:</b>	Full-Time, Non-Bargaining Unit
<b>Work Hours:</b>	35 hours/week
<b>Application Deadline:</b>	Open until filled

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### **Who We Are**

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 82<sup>nd</sup> year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit [www.woodgreen.org](http://www.woodgreen.org) to learn more about who we are and what we do.

### **Program Overview – Debbie Yeung Child Care Centre, Child Care & Family Services**

WoodGreen serves over 700 children through seven licensed child care centres in Toronto's east end and at Pape House. Our curriculum is based on the most up-to-date practices and is designed to respond to each child's individual needs and interests. Committed to continual learning and excellence, we work with a variety of partners to deliver our many services for children and families.

### **What You Will Do**

- Acts as Manager in Managements absence, including performing administrative tasks and directing and supervising program staff, students, and volunteers.
- Responsible for maintaining legal staff-child ratios and coordinates working closely with supply staff in cases of staff absenteeism.
- Responsible for the guidance and care of children in groups and for the planning and implementation of daily programs that enhance the social, physical, intellectual, cognitive, and emotional development of the children.
- Responsible for setting reasonable limits according to the child's developmental stage, and for giving appropriate direction, encouragement, and support individually and in groups.
- Responsible for recognizing, dealing with, and defining unusual behaviour and, if unable to deal with behaviour successfully, reporting to Management and working with various professional and resource persons to address problems.
- Responsible for recording the daily attendance of the children, receiving medical information as required, especially in cases of ongoing absenteeism, and reporting to the appropriate personnel.
- Responsible for the daily safety, health, and hygienic conditions of the children.
- Responsible for safely escorting children outside of the centre and ensuring that adequate supervision is provided on all outings.
- Responsible for written daily reports on children, for completing written assessments and developmental checklists, and for informing parents on an on-going basis regarding children's progress.

- Responsible for the upkeep of equipment and furnishings, for informing Management when replenishment is necessary, for sharing housekeeping responsibilities, and for assessing equipment needs and making recommendations regarding purchases.
- Responsible for ensuring, in conjunction with other staff, that staff timetables are designed to provide for adequate supervision of children at all times, and to meet all program needs.
- In conjunction with the Manager, ensures that parent fees are properly collected, recorded, and deposited.

### **What You Bring to the Team**

- Undergraduate degree/diploma (ECE) or equivalent **plus** related specialized training in the field of Early Childhood Education including training in the area Pedagogical Leadership.
- Current registration with the College of Early Childhood Educators (RECE).
- Current Standard First Aid/CPR-C.
- Five (5) years' experience working with young children and their families.
- Minimum one (1) year management experience preferred, including supervisory experience within a unionized environment.

### **What Will Set You Apart**

- Knowledge of policies and procedures related to the operation of a child care centre.
- Demonstrated understanding of Early Learning Framework.
- Demonstrated leadership abilities.
- Demonstrated ability to direct, instruct, and care for children.
- Demonstrated skills in community development.
- Ability to use professional judgment on a daily basis.
- Ability to provide direction to staff.
- Ability to accommodate competing demands.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently, be innovative, and show initiative.
- Experience with food services an asset, including Food Handler Certificate.

### **Why You'll Want to Work With Us**

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary/excellent benefits for full-time, contract (1 year+), and PSW employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

### **To Apply**

Submit your resume and cover letter, **quoting the competition # in the subject line**, as follows:

<b>WoodGreen employees ONLY to:</b>	hrjobs@woodgreen.org
<b>External applicants to:</b>	careers@woodgreen.org

***WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.***