



External Posting

Job Title:	Supervisor, Early Years
Program:	Early Years Programs
Reports to:	Manager, Early Years
Purpose:	Provide oversight, coordination and support to Early Years Programs
Place of Work:	Various Wesley Early Years programs sites across Hamilton
Posting Date:	June 5, 2019
Closing Date:	June 12, 2019
Status:	Full-time, Temporary, Schedule to be determined but between the hours of 6:30am-7pm

Please Apply Via: <https://wesley.breezy.hr/p/ebcf0924038f-supervisor-early-years>

DUTIES:

1. Develop, plan, implement and supervise Early Years programs for children and parents/caregivers.
2. Oversee Wesley HUB sites and programs, including Authorized Recreation programs.
3. Supervise and mentor staff.
4. Ensure the Early Years programs are in compliance with all contractual, legal and licensing requirements including reporting serious occurrences through the proper reporting procedure.
5. Be involved in a high level of community participation including promotion of the programs in the community. This includes establishing and maintaining a good rapport with neighbourhood schools and community partners.
6. Ensure staff provide quality, play-based learning that incorporates the Ministry of Education "How Does Learning Happen?" pedagogy and engaging and supervising parents/caregivers and children attending the Early Years programs at all times.
7. Flexibility and adaptability to attend to program, staff or participant requirements

at any Children & Family Services location across Hamilton.

Minimum Requirements:

1. Mandatory recent and in-depth experience working in and knowledge of licensing requirements under the Child Care and Early Years Act, 2014.
2. Diploma in Early Childhood Education and registration with the College of Early Childhood Educators.
3. Recent experience supervising staff is required.
4. Minimum 5 years of current experience working in an early years program (ages 0-12 years) and with community partners.
5. Thorough knowledge of applicable legislation including the Child Care and Early Years Act, 2014 and experience meeting CCEYA licensing requirements.
6. Demonstrated leadership skills in working collaboratively with community partners, resource management, communication and time management.
7. Bilingual (French/English) and fluency in other languages an asset.
8. Driver's license and use of a vehicle is required.

Wesley is an equal opportunity employer which embraces diversity. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at www.wesley.ca.