



**Internal / External Employment Opportunity**  
**Coordinator, Childcare**  
**LINC Programs**  
**Vancouver location**

**Why you should apply with us:**

At [MOSAIC](#), we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We were recognized in the [2019 List of Best Workplaces™ in Canada \(100-999 employees\)](#) by the Great Place to Work® Institute. With over 40 years of experience, we're one of the largest settlement organizations in Canada engaging 350 staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone's life today!

**Join our team!**

We're seeking a caring, creative, compassionate and patient individual with a passion for early childhood education to fill the role of Childcare Coordinator. This position will work out of the [Vancouver Language Centre](#) location.

**POSITION:**

**Coordinator**

**DEPARTMENT:**

**Employment & Language Services**

**ABOUT THE POSITION:**

As the Childcare Coordinator, you'll assume responsibility for the achievement of contractual outcomes and provide a safe, welcoming, and enriched environment for children whose parents attend classes at the Vancouver Language Centre. The Coordinator works with internal, community, agency, and funding partners to deliver services.

**KEY RESPONSIBILITIES:**

- Ensure compliance with the Early Childhood Educators of ECEBC code of Ethics, MOSAIC childcare policy and procedure, Community Care and Assisted Living Act (childcare licensing regulations) and CMAS Guidelines of Best Practice of an early childhood program
- Take a leadership role in the implementation of appropriate systems, procedures, and standards, and work to maintain them
- Ensure the ECE -to-child ratio as stipulated by childcare regulations
- Provide direct supervision to ECEs
- Implement program-monitoring activities as outlined in the BC Early Learning Framework and childcare plan as directed by the manager.

- Develop a variety of visual and hands-on materials, which engage teaching techniques that include modelling, observing, questioning, demonstrating, and reinforcing
- Organize and regularly evaluate the childcare space, and all equipment and materials for safety, and for appropriately meeting the needs of children
- Recognize, document, and take appropriate action in the case of any suspected child abuse, illness, or accident; keep the manager informed of all incidents, including visits and reports of monitoring programs
- Promote positive and consistent communications with parents, and support parents with their parenting needs and questions
- Maintain records for registered children (registration form, immunization, and birth certificate)
- Purchase program supplies and monitor expenditures to ensure expenses stay within budget

#### **MINIMUM QUALIFICATIONS:**

- High School Completion
- Early Childhood Education & Infant and Toddler Certificates and familiarity with the expectations and requirements of Community Care Licensing
- Current license to practice
- Emergency Child Care First Aid & CPR B
- WHMIS Certified
- Food Safe 1 Certified
- Experience working with diverse families from immigrant populations
- Current and satisfactory Criminal Record Check required

#### **DESIRED SKILLS AND QUALIFICATIONS:**

- 3 to 4 years of experience developing play-based curriculum materials and providing educational activities for children
- Strong program planning and organizational skills
- Supervisory experience
- Experience monitoring budgets
- Excellent interpersonal and written communication skills
- Conflict resolution skills
- Ability to work independently and in a team environment
- Proficiency in Microsoft Office suite, publishing software, databases, and the ability to operate standard office equipment
- Tactful, discrete, diplomatic, patient, flexible and possesses cultural sensitivity and excellent judgement in decision-making

#### **BONUS SKILLS/CERTIFICATIONS:**

- Ability to speak a second language will be considered an asset

#### **HOURS:**

Full-time (35 hours per week)

**STARTING PAY:**

\$45,791 to \$48,576 annual salary based on experience and qualifications

We offer a competitive benefits package with contracts of at least one year in length, offering a minimum of 17.5 hours of work per week.

**HOW TO APPLY:**

Please apply via email. In the subject line of your email, please type:

**“Your Name – Coordinator, Childcare, Vancouver location”**

Please submit a cover letter and resume in PDF/Word format.

Address your cover letter to:

MOSAIC Childcare Manager

Subject: Childcare Coordinator Application - Name

Email both the cover letter and resume to: [childcare@mosaicbc.org](mailto:childcare@mosaicbc.org)

We thank all applicants for their interest. However, only applicants considered for an interview will be contacted.

**DEADLINE TO APPLY:**

Ongoing until filled

**POSTING DATE:**

February 25, 2020



*MOSAIC is committed to promoting equal employment opportunities for all members of the community*