

## **CHILDCARE SITE COORDINATORS (2)**

AccessHR is pleased to partner with Pleasant Heights After School (PHAS) in the recruitment of 2 Childcare Site Coordinators.

### **About Pleasant Heights After School (PHAS)**

Pleasant Heights After School was one of the first organizations to provide before and after school care to children in northwest Calgary. PHAS opened its first location in 1976 providing childcare in a church hall to 30 children from the Mount Pleasant Community.

PHAS now has three locations operating out of King George School, Mount Pleasant Community Centre, and Panorama Hills School with ~200 elementary school aged children in Mount Pleasant and Panorama Hills. Our enthusiastic staff design and deliver innovative programs to support families and provide a safe, caring, and engaging environment.

### **Position Overview**

Reporting to the Executive Director, the Site Coordinators lead the childcare teams to develop and deliver weekly programming plans for children ages 5 to 12 (kindergarten to grade 6), and ensure the work performed aligns with the organization's mission and values.

- Lead according to the strategic direction and policies set by the Executive Director and Board of Directors
- Recruit, train, engage, coach, and mentor best-in-class childcare staff to deliver top notch programming; support employee performance development
- Encourage growth and development of school age children; provide families with security and peace of mind through development and maintenance of developmentally appropriate programs
- Exercise responsible financial management
- Serve as public representative of PHAS; maintain collaborative relationships with peers, parents, key stakeholders, and related professional associations
- Engage with the larger community to develop partnerships, foster Innovation, and create new opportunities for PHAS

## **QUALIFICATIONS**

### **Education and Certification**

- Government of Alberta Level 3 Early Childhood Educator Certification
- Standard Child Care First Aid and CPR Certification
- Successful completion of a Police Check and Vulnerable Sector Search
- Degree, Diploma or Certificate in Early Childhood Education or recognized equivalent is an asset

**Experience**

- Minimum three years of childcare or related sector experience
- Minimum one year of leadership experience

**Competencies and Attributes**

- Servant Leadership style; exceptional collaborative skills with an aptitude for transparent and effective leadership
- Outstanding interpersonal, written, and verbal communication skills
- Organizational management skills including planning, delegating, and program development
- Financial awareness including budget management, decision making, and reporting
- Working knowledge of developmentally appropriate practices for school-aged children
- Ability to take initiative and work independently
- Proficient with online resources and standard software applications including Microsoft Office 365

**Position Details**

- Two positions available:
  - King George School - Lead a team including a Site Co-Coordinator and up to 10 childcare staff working with ~100 children between 5 and 12 years old
  - Mount Pleasant Community Centre - Lead a team of up to 5 childcare staff working with ~55 children between 5 and 12 years old
- As these positions involve direct supervision of childcare staff, it requires individuals to be onsite
- These are hands-on positions with the opportunity to provide coverage for childcare staff as required
- Hours of work will be 10:00 am until 6:00 pm
- Compensation includes competitive salary and comprehensive benefits plan including childcare program, and the opportunity to build, lead and mentor a committed childcare team

Interested candidates are invited to apply with a cover letter and resume by email to [recruiting@accesshrinc.com](mailto:recruiting@accesshrinc.com).

We encourage applicants from diverse backgrounds to apply as Pleasant Heights After School is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, or religion.

Pleasant Heights After School values diversity and welcomes applications from First Nation, Inuit and Metis, New Canadian, racialized, differently abled, and 2SLGBTQIA+ communities.