



January 3, 2012

Internal/External Job Posting - #CH17-012-01

PROGRAM MANAGER –TERM CERTAIN (MAT. LEAVE) - PART TIME
NORQUAY SCHOOL AGE PROGRAM

JOB OVERVIEW

To be responsible for the planning, implementation and maintenance of a 30 space licensed School Age program. This includes program planning, delivery, financial management, program development, public relations and systems maintenance and Human Resources Management. This is a 30-hour a week position.

QUALIFICATIONS

- Must have School Age Child Care Certificate or related education
- Must have formal, related experience in a licensed Child Care Program
- Must have Class IV driver's license
- Minimum 2 years of related experience as a supervisor in-charge
- Experience managing budgets for approximately \$500,000
- Experience working with children who require extra support
- Valid First Aid certificate required
- Strong planning, organizational, leadership and communication skills
- Ability/experience working in a multicultural environment
- Second language an asset
- Able to work flexible hours (a.m. and p.m. split shift)
- Able to participate in activities with children (i.e. swimming, skating, etc.)

JOB DETAILS

Salary : \$18.56 - \$19.60 per hour (Subject to improvement)
Schedule : 5 days per week, Monday – Friday between 7:30 a.m. – 6:00 p.m. (Split Shifts)
Location : 4710 Slocan St.
Expected Term : Approximately 1 year

This is a unionized position covered by a Collective Agreement with CUPE Local 1936-05.

APPLICATION PROCESS

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal, first priority will be given to internal and local applicants.

SUBMIT RESUMES BY: January 20, 2012

Please quote ref #CH17-012-01

Alison Merton

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NO PHONE CALLS PLEASE!!!

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.