YMCA CANADA CAREERS/CARRIERES

FOR INFORMATION OR SUBMISSIONS BY E-MAIL, CONTACT: services@ymca.ca
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- Supervise the administrative functions of Childcare operations including registration, Ministry funding and other related matters
- Ensure the strategic and operational goals of the Association are met

Qualifications

- University Degree in related field
- Minimum 3-5 years supervisory/management experience
- Demonstrated high level of organizational /administrative skills
- Demonstrated financial reconciliation skills with strong attention to detail
- Demonstrated in-depth working knowledge of best practices in child development, legislation and regulatory requirements
- Excellent written and verbal communication skills
- Participation in YMCA Canada leadership/management development programs and /or similar programs an asset
- Knowledge of YMCA Playing to Learn curriculum and asset.
- Clean Criminal Reference Check
- Current First Aid/CPR

Competencies:

Commitment to organization vision and values
Leadership
Business Orientation
Quality Focus
Planning and organization
Teamwork
Communication

Please email a letter of application and resume by 5.00pm September 15, 2008 to:

Steve Gough
Director, Association Services
YMCA-YWCA Greater Victoria
sgough@victoriay.com

The YMCA-YWCA of Greater Victoria is an equal opportunity employer.