



**YMCA of Central East Ontario**  
**Belleville Branch**

**POSITION VACANCY:** RECE

**EFFECTIVE:** A.S.A.P.

**REPORTS TO:** Supervisor, Childcare

**HOURS:** Full Time

**OVERVIEW:**

The YMCA of Central East Ontario is a charity committed to strengthening the foundations of community. We are dedicated to helping people grow in spirit, mind and body.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Central East Ontario with a current and satisfactory Police Records Check with vulnerable sector screening.

**GENERAL ACCOUNTABILITY:**

The RECE is responsible for planning and implementing age appropriate activities and presenting a safe/clean and visually appealing environment in accordance with the Ministry of Education regulations and YMCA Playing to Learn.

**KEY RESPONSIBILITIES:**

- Ensure all child and youth programs provide quality care, service and support to the participants and their families
- Understands and complies with provincial, municipal and YMCA Child Guidance Policies
- Plans and implements a consistent child-centered program in accordance with YMCA curriculums *Playing to Learn* and *A Place to Connect*
- Attends required curriculum training and all other relevant professional development opportunities necessary for the position. Maintains qualifications and certifications as required by the YMCA and professional standards
- Completes required documentation of children's development and interactions
- Participates in and applies knowledge from research to children's learning
- Identifies the indicators of abuse and is prepared to report signs of child abuse to the Children's Aid Society
- Seeks opportunities to deepen connections and increase engagement of parents and children in care, providing further opportunities to get involved in other YMCA Programs
- Demonstrates appropriate behaviours in line with our Mission, Vision and Values as reflected in our YMCA competencies; takes a member focused approach to increase their understanding of programs offered across the Association. Represents the YMCA and the Association in a professional manner
- Adheres to work schedule to ensure program stays within ratio and provides required adequate notice to Supervisor regarding unexpected scheduling changes

- Understands and supports YMCA philanthropic commitments, connects with families and offers opportunities to give, either financially or their personal time, including participation in special events within the centre and community
- Understands the legal responsibilities and moral imperative to report suspected child abuse to Children's Aid Society
- Understands the importance of the volunteer-staff partnership and integrates the value of philanthropy and volunteerism in dealings with members, volunteers, donors and staff

**EDUCATION/TRAINING/QUALIFICATIONS:**

- Early Childhood Educator Diploma
- Currently registered and a member in good standing with the College of Early Childhood Educators
- Standard First Aid and CPR C
- Well-developed interpersonal and relationship building skills; ability to establish rapport and excellent communication with members, staff and volunteers
- Excellent written communication skills
- Commitment to working in a socially inclusive environment
- A capacity to work within a team and be part of a large multi-service, charitable association

**EXPERIENCE:**

- Experience is an asset

**CORE COMPETENCIES:**

Commitment to Organization Vision & Values	Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of YMCA.
Relationship Building & Collaboration	Builds positive interactions, both internally and externally to achieve work related goals.
Concern for Health & Safety	Acknowledges and understands how to manage and educate others of risk and harm reduction.
Integrity	Demonstrates responsible behavior at all times and maintains high ethical standards.
Child & Youth Focused	Commits to assisting growth and development among young children.
Communication	Communicates in a thorough, clear and timely manner and support information sharing and goal achieving across the YMCA.
Teamwork	Participates actively in a team for organizational effectiveness.
Initiative	Seeking and finding solutions to problems without waiting for direction.
Quality Focus	Ensures that success criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery.

All interested candidates are to submit a letter of application and resume to:

Kerry Vadneau  
Manager, Child, Youth & Family  
YMCA of Central East Ontario – Belleville Branch  
433 Victoria Avenue  
Belleville, ON K8N 2G1  
kerry\_vadneau@ymca.ca

Applications will be received until **December 2, 2016**

We appreciate your interest in a career opportunity with the YMCA of Central East Ontario. Please note that only those selected for an interview will be contacted.

The YMCA of Central East Ontario is committed to an environment that is barrier free; if you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.