



# Child Care Administrative Lead

<b>Location</b>	Hybrid position - St. Catharines
<b>Pay</b>	Starting Salary \$44 990 annually with Full YMCA Health and Dental Benefits and YMCA Membership Benefits
<b>Employment Type</b>	Permanent Full Time
<b>Placement Date</b>	May 2024

## Why Work for the YMCA?

As a charitable organization, the YMCA of Niagara aspires to be a great workplace, committed to diversity, equity, and inclusion, where different backgrounds, experiences, and identities are appreciated and celebrated. Guided by our shared values – caring, health, honesty, inclusiveness, respect, and responsibility - the YMCA provides our employees with meaningful jobs and the opportunity to make a difference in the lives of individuals and the health of our communities. We recognize the contributions of our staff through growth opportunities and great benefits, and the knowledge that their day-to-day actions have a positive impact on the health and wellbeing of the people of Niagara.

## NATURE & SCOPE

This is a full time position, reporting to General Manager of Finance and the General Manager of Children’s Services. The incumbent works closely with Regional Directors and Child Care Supervisors on program related matters. The incumbent will provide leadership to the Child Care Administrative Team.

The incumbent will prepare financial and statistical reports required. Speed, confidentiality, diplomacy and accuracy are essential skills for this position. Due to the confidential and sensitive nature of information, a high level of integrity is required. This position will provide supervision of child care administrative staff and be involved in the development of operating practices, while ensuring a high level of customer service is maintained.

## RESPONSIBILITIES:

- Develop, assess and maintain operating and business practices to support excellence in customer service and customer journey
- Direction and supervision of the administrative team responsible for registration and billing
- Working with Administrative team to complete core Child Care Administrative functions (providing support during peak times and vacation coverage)
- Preparation of Accounts Payable invoices
- Preparation of all government reports for municipality, provincial and federal governments – reports related to funding and wage subsidies (includes statistical and financial tracking and reporting)
- Ensure accuracy of data entry throughout administrative processes
- Other duties as required



# Child Care JOB POSTING



## QUALIFICATIONS:

- post secondary education in business or office administration is preferred
- Demonstrated leadership work experience in a fast-paced and high volume environment overseeing multiple functions and direct reports
- Superior computer skills, proficient in Microsoft Office and familiar with a wide range of registration processes
- Strong written and verbal communications skills – accuracy is essential in written communications and financial documentation
- Effective time management to meet deadlines and working in a team environment
- Organizational skills; ability to manage and execute multiple priorities
- Current Criminal Record Check is a condition of employment
- Familiarity with Child Care Early Years Act is an asset but not a requirement
- Child Care Supervisor experience would be an asset

## COMPETENCIES



### **Managing Change**

Initiates and manages change to achieve the strategic outcomes of the YMCA.

### **Communication**

Communicates in a thorough, clear, and timely manner and supports information sharing and goal achievement

### **Forward Thinking**

Thinks beyond the current situation to anticipate changes that may affect the future of the organization

### **Relationship Building and Collaboration**

Builds positive interactions both internally and externally to achieve work related goals

## APPLICATION PROCESS

Interested applicants are invited to submit a cover letter and resume to [yjobs@niagara.ymca.ca](mailto:yjobs@niagara.ymca.ca) by April 29<sup>th</sup> 2024. Please indicate position applying for in the subject line of your email.

*Internal applicants are encouraged to notify their supervisor before applying. All applicants are thanked for their interest. Only those applicants being considered for an interview will be contacted by email.*

*Accessibility accommodations and materials in alternate formats for individuals with disabilities can be arranged upon request.*

*For more information on other opportunities at the YMCA of Niagara, please visit: [ymcaofniagara.org](http://ymcaofniagara.org)*

