



Position:	Director of Programs
Salary:	\$57,000 - \$68,000/year based on experience, includes an excellent benefits package
Placement:	November 2018 / As soon as possible
Location:	WCAS Head Office @ 811 Royal Avenue, New Westminster
Terms:	Permanent Full-time – 40 hours per week
Hours of Work:	40 hours per week, plus attendance at monthly Board Meetings.
Closing Date:	November 16, 2018 11:59pm

Westminster Children's After School Society (WCAS) is the largest provider of licensed child care in New Westminster, serving over 250 children between the ages of 5 and 12 years old at our 10-licensed school aged child care facilities.

About You

You bring a collaborative management style and are passionate about empowering leadership capacity in others. You have experience steering a staff team or volunteer group, setting strategic and realistic goals, and managing an operational budget.

You have previous experience with grant writing and stewarding public sector funds, and some working knowledge of individual and corporate fundraising. You understand the importance of building longstanding relationships with key stakeholders and sponsors.

Most importantly, you have a passion for children and the community, and a drive to create engaging and memorable after school programs.

Nature & Scope

As the Director of Programs, you will be responsible for the successful day-to-day leadership and management of WCAS, while actively promoting its mission, values, and guiding principles.

You will oversee, and be accountable for, the successful implementation of all policies and programs related to out of school care, human resources, finance, equipment and facilities, family and community relations, and licensing.

You will work with the Board of Directors to provide sound administration, management, and financial sustainability to the organization, in addition to increasing positive awareness about WCAS in the community.

Key Responsibilities

Leadership and Development:

- Actively participates in WCAS board meetings and deliver reports on the status of the Society.
- Oversee staffing requirements for organization operations and support all recruitment, selection, and orientation of WCAS staff.
- Support all staff with learning and development opportunities.



- Oversee performance management and evaluation of centre staff and volunteers in partnership with Team Coordinators.
- Facilitate organizational growth.
- Build on volunteer program with a focus on cultivating future staff.
- As set out in WCAS policies, address and resolve staff discipline issues, up to and including dismissal.
- Address and resolve program issues as they arise.

Administration:

- Oversee the organization's administrative operations.
- Work in collaboration with staff to prepare and monitor budget and finances.
- Establish and implement Board directed policies for organizational operations.
- Ensures WCAS policies, procedures, program standards, WCB standards, Community Care Licensing regulations, risk management requirements, and general facility safety standards are met and followed by all staff.

Financial Management:

- Maintain financial sustainability of the organization.
- In cooperation with the Financial Administrator and Team Coordinators, develop annual budgets and ensure all centre expenses remain within budget limits.
- Make budget adjustments when necessary.
- Approve purchases for equipment and supplies outside of program budget limits.

Marketing and Fundraising:

- Coordinate fundraising activities, including research and funding applications, and recruit sponsorship, in order to enhance WCAS facilities and programs.
- Create and foster strong working relationships with current and potential funders.
- Develop marketing and informational materials to promote WCAS programs and services to the community.

Community:

- Act as an ambassador for WCAS in the community.
- Liaise with the School District to ensure a positive working relationship.
- Continue the development of partnerships with other service providers, organizations, and businesses.
- Attend community activities and events as schedule permits.
- Attend community networking meetings as required.
- Maintain cooperative relationships with relevant government officials and governing bodies.

Accountability:

- The Director of Programs reports to, and is supported by, the WCAS Board of Directors.

Qualifications:

- Supervisory, leadership and/or coaching experience (3+ years)
- School-aged childcare experience (2+ years)
- Related office/administrative experience (3+ years)
- Degree or Diploma (Business Administration, Non Profit Management, Child and Youth Care Degree, ECE, other relevant degrees in social sciences), or equivalent work/education/community experience
- Excellent leadership, organizational, interpersonal and communication skills.



- Comprehensive knowledge of regulations, legislation and public health guidelines pertinent to childcare facilities
- Excellent English communication skills (verbal and written)
- Experience in a union environment.
- Experience with fundraising, marketing, and proposal development.
- Mature judgment and initiative
- Ability to work independently and prioritize tasks
- Advanced proficiency in Excel, Word, and website applications
- Criminal Record Check (required)
- Class 5 Drivers Licence (required)

Competencies

In addition to bringing a commitment to WCAS's vision and values, and an orientation to service, the candidate should possess the following competencies:

Leadership: Motivates and inspires self and others to act to achieve desired outcomes.

Communication: Communicates in an effective, thorough, clear, and timely manner.

Creativity: Develops new ways or adapts existing ideas to improve programs and service.

Initiative: Begins actions to influence events and/or achieve goals.

Team Work: The ability to work with and effectively lead others to achieve optimal results.

Product Knowledge: Thorough understanding of the components required in providing high quality childcare programming and business operations

How to Apply:

Please Email with a cover letter and resume to
Catherine Allard, President
Board of Directors
E-mail: director@wcass.com

Note: Principals only, no search firms please