Employment Opportunity

YMCA Northumberland is currently accepting applications for the following position:
Coordinator, Staffing, Children's Services
Full-Time– 40-Hour Position

The Coordinator Staffing, Children's Services is responsible for the coordination of optimal scheduling and the processing of administration tasks associated with the Children's Services staff. The Coordinator, Staffing, Children's Services ensures that all YMCA Children's Services programs are staffed according to the Ministry of Education's staffing ratios and enhanced staffing requirements and provides support in a front-line capacity to all centres as needed. The Coordinator, Staffing, Children's Services ensures that all tasks reflect the mission, vision, values and goals of YMCA Northumberland.
Salary range for this position is $24.00—$27.00 per hour.

The candidate should possess:

ECE diploma or equivalency from the College of ECEs

Registered with the College of ECEs

Minimum 3 years supervisory experience including the management of staff within a Child Care setting

The availability to provide front-line support between the hours of 6:30am and 6:30pm at all Child Care locations

Excellent Computer skills and knowledge of MS Office applications

Excellent interpersonal and communication skills, both written and oral

Excellent administration/management skills required

Due to the nature of the work and access to payroll and HR information, complete confidentiality is required

Valid First Aid and CPR C training

Police Vulnerable Sector Check

Valid Driver's License and access to own vehicle

YMCA Northumberland is a growing service organization, with over 170 employees and 315 volunteers, with Membership Centres in Cobourg and Brighton. YMCA Northumberland also operates 23 licensed Child Care Centres, 5 EarlyON Child and Family Centres and a variety of outreach and seasonal programs, which focus on child development across Northumberland. YMCA Northumberland welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please submit your letter of application and resume by **Friday February 24th** to:

Cindy King-Manager, Staffing, Children's Services
339 Elgin Street West, Cobourg, Ontario K9A 4X5
cindy.king@nrt.ymca.ca

All internal applicants must inform their Supervisor of their intention to apply for the position.

Only those being considered for the position will be contacted.