



Employment Opportunity

YMCA Northumberland is currently accepting applications for the following Full-Time position:

Title: Manager, Performance Development and Training – Children’s Services

Full-time - 40-hour/week position

Salary – \$64,000 - \$66,000 per annum (commensurate with qualifications and experience)

Reports To:

Director, Children's Services

Note: Children’s Services includes licensed Child Care, EarlyON

Position Summary:

The Manager, Performance Development and Training, Children’s Services is responsible for the direct supervision of the Team Coordinators and is accountable for the overall performance management of Supervisors and front-line educators. The Manager in collaboration with the Team Coordinators ensures that all YMCA Educators are provided with guidance, mentorship, and tools necessary to ensure optimal staff performance while also providing leadership to the Team Coordinators on effective coaching strategies. The Manager, Performance Development & Training, Children’s Services ensures that all tasks reflect the mission, vision, values, and strategic goals of YMCA Northumberland.

Responsibilities:

- Responsible for the direct supervision of the Team Coordinators and indirectly accountable for the supervision of Program Supervisors and front-line Child Care Educators
- Responsible for the direct supervision of the Team Lead, EarlyON and indirectly accountable for the supervision of the Site Leads in EarlyON
- Accountable for the completion of probationary reviews, mid-year, and yearly performance reviews in collaboration with the Team Coordinators
- Responsible for the completion of probationary reviews, mid-year, and yearly performance reviews for the Team Coordinators
- Responds to inquiries from Team Coordinators and provides leadership to the Team Coordinators on effective coaching strategies
- Responsible for addressing staff performance concerns in collaboration with Supervisors and Team Coordinators
- Provides mentorship and guidance to Supervisors regarding completion of documentation tools
- Provides direct supervision and coaching to Supervisors in relation to both YMCA Playing to Learn and YMCA A Place to Connect Curriculums
- Responsible for the training of all staff in YMCA Playing to Learn and YMCA A Place to Connect Training
- Leads staff in the implementation of ‘YMCA Playing to Learn,’ ‘A Place to Connect,’ curriculums; the Program Statement; Play in Action Reviews; program assessments and any other related children’s services programs/evaluation tools in collaboration with Manager, Program Integrity



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- Responsible for addressing parental/familial concerns and complaints and providing applicable support
- Works collaboratively with the Manager, Program Integrity on all related compliance requirements such as licensing; curriculum
- Responsible for compliance with the Child Protection Policy specific to Children's Services, collaborates with the Manager, Program Integrity
- Creates and maintains community partnerships with relevant organizations
- Attends trainings and events as required
- Commits to the Association's Annual Campaign
- Commits to ongoing learning
- Other duties as assigned

Competencies:

- Results Focused
- Teamwork and Collaboration
- Effective Interpersonal Communications
- Ethics and Self-Management
- Relationship Building and Partnering

Work Environment:

- Travel is required
- Primarily inside work with outside work required during program time
- Flexible work week is required based on front-line coverage and required deadlines
- On-call required to address emergency staff inquiries

Qualifications:

- ECE diploma or equivalency from the College of ECEs
- Registered with the College of ECEs
- Minimum 5 years' supervisory experience in a Child Care setting
- YMCA Playing to Learn and YMCA A Place to Connect training and/or Champion designation would be considered an asset
- Excellent Computer skills and knowledge of MS Office applications
- Excellent interpersonal and communication skills, both written and oral
- Excellent administration/management skills required
- Valid First Aid and CPR training
- Police Vulnerable Sector Check
- Valid Driver's License with Use of Own Vehicle

YMCA Northumberland is a growing service organization and charity, with over 250 employees and 130 volunteers based out of Cobourg with Membership Centres in Cobourg, Brighton and Campbellford. YMCA Northumberland also operates 24 licensed Child Care Centres and 5 EarlyON Child and Family Centres



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focusing on child development across Northumberland. At YMCA Northumberland, we celebrate and embrace diversity in all its forms. We welcome applicants of all orientations, genders, ethnicities, abilities,

and backgrounds. We believe that a diverse workforce enriches our community and fosters innovation. We are committed to creating an inclusive environment where everyone feels valued and empowered to contribute their unique perspectives. Accommodation is available on request for candidates taking part in all aspects of the selection process.

Together, we strive to build a brighter future for all.

Join YMCA Northumberland in building a community where everyone can shine! We strive to offer vital programs and services that nurture the spirit, mind, and body to ignite the potential in everyone, wherever they may be in their life journey

Please submit a letter of application, resume and copies of all qualifications by March 14th, 2025 to:

Kasie Taylor, Director – Children’s Services
YMCA Northumberland
339 Elgin Street West, Cobourg, Ontario K9A 4X5
kasie.taylor@nrt.ymca.ca

We appreciate all applications. However, only those being considered for the position will be contacted.