



Employment Opportunity

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

Title: Manager, Recruitment and Retention

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, Recruitment and Retention, Children's Services is accountable for the overall recruitment, retention, onboarding and orientation processes for all new staff, in collaboration with the Team Coordinators. The Manager in collaboration with the Team Coordinators ensures that all YMCA Educators are trained and equipped with the tools required for effective, creative, quality and efficient program delivery. The Manager, Recruitment and Retention, Children's Services ensures that all tasks reflect the mission, vision, values, and strategic goals of YMCA Northumberland.

Responsibilities:

- Responsible for all child care employment recruitment initiatives, including but not limited to attending employment fairs, submitting employment postings to relevant agencies, collaborating with college liaisons
- Provides leadership to the Team Coordinators Children's Services to ensure all administrative paperwork is completed including payroll and submitted to the appropriate departments
- Accountable for monitoring staff qualifications and compliance criteria in collaboration with the Program Supervisors and Manager, Program Integrity
- Responsible for the implementation of the on-boarding process, for staff, students and volunteers working in collaboration with Team Coordinators
- Ensures that all YMCA Educators are trained and equipped with the tools required for effective, creative, quality and efficient program delivery
- Provides leadership and mentoring to students and volunteers in collaboration with Team Coordinators and Program Supervisors
- Ensures copies of all policies, procedures and necessary communications are distributed to the appropriate individuals and departments across the Association in collaboration with the Director of Children's Services and Manager of Program Integrity
- Responsible for compliance with the Child Protection Policy specific to Children's Services, collaborates with the Manager, Program Integrity
- Works collaboratively with the Manager, Program Integrity on all related compliance requirements such as licensing; curriculum
- Responsible for developing and implementing strategies to help retain staff



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- Works with the Coordinator, People and Community Engagement to value, support and appreciate staff
- 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 Champion designation
- 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 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.

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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.