



YMCA Northumberland currently has an opening for the following vacant position:

Team Coordinator, Children's Services

Prepared March 2026

Title: Team Coordinator, Children's Services

Position: Full-time Salaried - 40-hour position

Wage Range: \$54,080 - \$63,918 per annum (commensurate with experience)

Reports to: Manager- Performance Development and Training, Children's Services

Position Summary:

The Team Coordinator, Children's Services is responsible for the direct supervision of Program Supervisors, Children's Services staff at assigned centres, the coordination of optimal scheduling, operational effectiveness within each Child Care centre and the processing of administration tasks associated with the Children's Services staff. The Team Coordinator ensures that all YMCA Children's Services programs are staffed according to the Ministry of Education's staffing ratios and enhanced staffing requirements, provides support in a front-line capacity and coaching of staff as needed. Works cross-functionally and in collaboration with other Team Coordinators to optimize the operational effectiveness of all Child Care centres. The Team Coordinator, 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 Program Supervisors at assigned centres
- Indirectly accountable for the supervision of childcare staff at assigned centre
- Ensures minimal interruptions to programs, through effective and efficient scheduling practices
- Provides front line support between the hours of 6:30am and 6:30pm as needed
- Responsible for processing administration tasks as directed by the Manager, Performance Development and Training, Children's Services and the Manager, Recruitment and Retention
- Accountable for monitoring staff qualifications and compliance criteria in collaboration with the Program Supervisors.
- Assists in the recruitment and selection process of Child Care staff (review of resumes, interviews, reference calls)
- Assists with employee orientations and initial on-site training
- Responds to inquiries from Child Care Supervisors as needed
- Ensures copies of all policies, procedures and necessary communications are distributed to the staff at the designated Child Care sites
- Attends trainings and events as required
- Commits to the Associations Annual Campaign
- Commitment 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 between 25 Child Care locations across Northumberland County 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 for emergency staff coverage

Qualifications:

- Two years post secondary Early Childhood, CYW, SSW or related course of study graduate
- Registered in good standing with the College of ECEs (if applicable)
- Minimum 5 years' supervisory experience in a Child Care setting
- YMCA Playing to Learn training, YMCA A Place To Connect training or play-based curriculum experience and understanding would be an asset
- Strong computer skills and knowledge of MS Office applications
- Excellent interpersonal and communication skills, both written and verbal
- Well developed administration/management skills required
- Valid First Aid and CPR training Level "C" certification
- Police Vulnerable Sector Check required prior to first day worked; Police Checks will be reviewed on a case-by-case basis
- Valid Driver's License with Use of Own Vehicle

YMCA Northumberland welcomes and encourages applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.

Please submit a letter of application and resume by Wednesday March 25th, 2026 to:

Amanda Smith, Manager - Recruitment and Retention
YMCA Northumberland,
339 Elgin, Cobourg, Ontario K9A 4X5
amanda.smith@nrt.ymca.ca

Only those being considered for the position will be contacted.

