



Apply now – Advance your Child Care Career

Role: Supervisor, Child Care Administration and Transportation

Wage: \$21.00 - \$23.00 per hour

Benefits: 10 paid sick days for yourself and family, 8% vacation pay, paid training, full benefits package, 5% employer-matched pension, discount on child care (excluding IT Care), education and career advancement opportunities

Hours: Full-Time, Monday to Friday

Location: YMCA BC – Massey Care and Learning Centre (2020 Massey Drive, Prince George)

About the Program: The YMCA is the largest not-for-profit provider of child care in Canada and YMCA BC is the largest provider in the north, serving: Chetwynd, Dawson Creek, Fort St. James, Fort St. John, Prince George, Pouce Coupe, Tumbler Ridge and Vanderhoof. YMCA Child Care is a home away from home.

Responsibilities of this role:

- Reporting to the Coordinator of Child Care Transportation and Administration, manages the transportation department ensuring accurate daily rosters and safe practices.
- In contact with current and prospective families regarding transportation, programs and services; makes calls, responds to emails, regarding transportation, child care registration, billing, fee collection, financial assistance and waitlists.
- Supports and assists the administration team with accurate, on time government reporting and billing and registration of child care participants including fee collection.
- Performs accounts payable and accounts receivable functions for the Child Care Division.
- Builds and maintains efficient transportation systems and processes.
- Daily staff scheduling of bus drivers and monitors.
- Answering the phone, directing calls, data entry, word processing with accuracy.

Qualifications:

- Higher business knowledge and experience or specialized skills acquired, 2 years' minimum experience
- Experience in the development and leadership of an effective, engaged team, 2 years' experience
- Experience in child care and child development an asset
- Physical ability to do the duties required
- Satisfactory Criminal Record and Clear Vulnerable Sector Search.
- Three satisfactory professional references

To apply:

Please apply [here](#)

The YMCA thanks all those interested in this position. Only those selected for an interview will be contacted