



Little Mountain Neighbourhood House Society

#102-1193 Kingsway, Vancouver, BC, V5V 3C9

Tel: 604-879-7104

www.lmnhs.bc.ca

Internal & External Job Posting

Date Posted: May 22, 2026

No. of positions: 1

TWOSC Coordinator

LMNHS PREAMBLE

Little Mountain Neighbourhood House Society's vision is to connect, engage, and empower community members to create a vibrant, inclusive, and caring neighbourhood. We achieve this by developing and facilitating social, educational, cultural, and recreational programs and initiatives that strengthen neighbourhood life for a diverse community.

The TWOSC Coordinator demonstrates leadership and models excellence in quality child care, inspiring staff through positive guidance, professionalism, and collaboration. This position oversees program-related operations, staff training and development, program delivery, and outcomes while ensuring the TWOSC program aligns with LMNHS strategic goals, policies, and values. The TWOSC Coordinator works as part of a team committed to promoting high-quality child care services that support children, families, and the broader community.

REPORTS TO: Child Care House Manager

Job Summary

The TWOSC Coordinator works collaboratively with a team to support and supervise children ages 6 to 12 years in a safe, inclusive, and engaging environment. The Coordinator establishes and maintains positive relationships and effective communication with children, families, staff, community partners, and other professionals.

This role supports and promotes children's social, physical, intellectual, creative, cultural, and emotional growth and development through quality programming and meaningful interactions. The TWOSC Coordinator is responsible for overseeing daily program operations, supervising staff and children, maintaining licensing and safety standards, and completing administrative duties in a timely and organized manner.

The successful candidate will demonstrate strong leadership, organizational, and interpersonal skills, and a passion for working with school-age children. If you enjoy creating enriching experiences for children and supporting a collaborative team environment, we would love to meet you.

Key Duties and Responsibilities

- Ensure that all health, safety, and supervision standards are implemented and consistently maintained.
- Maintain required child-to-staff ratios and ensure compliance with all Child Care Licensing Regulations.
- Supervise staff by providing leadership, guidance, support, and constructive feedback.
- Plan, prepare, and implement developmentally appropriate programs and activities that support children's growth and interests.
- Maintain confidentiality, accurate records, and report concerns or incidents to the Child Care House Manager in a timely manner.
- Follow all LMNHS and TWOSC policies, procedures, philosophy, and mission statement.
- Ensure program facilities, materials, and equipment are clean, organized, safe, and well maintained; report repairs and safety concerns as needed.
- Purchase groceries, program supplies, and activity materials within approved budgets.
- Manage petty cash and maintain accurate financial records and receipts.
- Collect and submit parent fees according to established procedures.
- Coordinate and distribute monthly newsletters and program communications to families.



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- Maintain positive working relationships and communication with school principals, janitorial staff, administrative staff, and other Vancouver School Board professionals.
- Collaborate with Licensing Officers, Supported Child Development consultants, and other community professionals.
- Work closely with Little Mountain Neighbourhood House staff and participate in team initiatives and events.
- Keep the Child Care House Manager informed regarding program operations, concerns, staffing matters, and any emerging issues.
- Maintain and update a substitute staff list to ensure adequate program coverage.
- Support staff in developing and carrying out fundraising initiatives for the TWOSC program.
- Attend meetings, training sessions, and professional development opportunities as required.
- Demonstrate professionalism, punctuality, organization, initiative, flexibility, and a positive attitude.
- Perform other related duties as assigned.

Qualifications

- Minimum 19 years of age.
- Completion of 20 hours of Responsible Adult Training, or equivalent, in accordance with licensing requirements.
- Early Childhood Education (ECE) Certificate and/or School Age Care Certification is an asset.
- Minimum three (3) years of supervisory experience required.
- Valid First Aid Certificate required.
- Valid Class 5 Driver's License is an asset.
- Valid Class 4 Driver's License is an asset.
- Successful completion of a clear Criminal Record Check under the Criminal Records Review Act is required.
- Positive character and employment references required.
- Experience working with children in a licensed child care or school-age care setting.
- Additional language skills and experience working within multicultural communities are considered an asset.
- Demonstrated creativity, initiative, flexibility, and a sense of humour.

Remuneration: \$26.04 per hour, plus \$6.00 per hour for those who qualify for the ECE-WE. Also, after a successful 3-month probationary period, 100% Employer paid Benefits with Pacific blue cross and RRSP. Plus, pro-rated vacation leaves, and sick days

Hours: 35 hrs per week (**No** split shifts) Mondays to Fridays

Closing Date: June 15, 2026,

Desired Starting Date: July 2, 2026

Apply to:

Geraldine Clevette

Child Care Director

#102-1193 Kingsway, Vancouver, BC V5V 3C9

Fax: 604-879-7113

geraldinec@lmnhs.bc.ca

SORRY NO PHONE CALLS PLEASE, ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED

We are an equal opportunity employer

