



Glebe Parents' Day Care

Quality care is the right of all children

INTERNAL / EXTERNAL JOB POSTING

Administrative Coordinator
Fifth Ave Centre, 10 Fifth Avenue
Posting Date: October 17, 2022

POSITION: Administrative Coordinator - Permanent

START/TERM DATE: Monday October 31, 2022

DAYS AND HOURS: Monday to Friday - 8 hour rotating shifts between 7:30AM-5:30PM

WAGES AND BENEFITS: \$23.93 per hour plus \$2 per hour wage enhancement (pending funding) plus benefits as per the Collective Agreement. Copy of the joint collective agreement can be found at <https://2204.cupe.ca/resources/collective-agreement/>.

CLOSING DATE: Friday October 21, 2022, at 5:30 PM - No applications will be accepted after the closing date and time.

JOB DESCRIPTION: (Overview) Perform the duties of supporting in a variety of roles, such as personnel and staff relations, office /administrative support, performing financial duties: and cooperative responsibilities. As part of the cooperative structure of the Glebe Parents Daycare, attend monthly evening Board and Personnel Committee meetings and other meetings as required. Provide guidance and support as an advisor to various other committees and community engagements as requested by the Board of Directors.

EDUCATION: College Diploma/University Degree

KNOWLEDGE AND SKILLS REQUIRED:

- Two years computer experience, database management, Microsoft Office, and Internet experience.
- Two years experience working in a social service environment in an administrative role.
- Typing of 50 words per minute.
- Training on computer and office equipment use, knowledge of phone systems.
- Bookkeeping experience
- Excellent organizational skills and telephone manners.
- Ability to work within tight time frames.
- Ability to work in an open, interactive environment.
- Leadership skills in a cooperative environment.
- Daycare experience preferred.
- Proven ability of work with the public.
- The following would be considered an asset:
 - Experience in liaising with outside agencies.
 - Experience working in a non-hierarchical, cooperative non-profit work environment preferred
 - Knowledge of the Health and Safety Act.
- Day 1 Ready:
 - WHMIS and Allergy Aware
 - Vulnerable Sector Check



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The Glebe Parents Day Care is a non-profit parent/staff cooperative childcare centre. All parents and staff are members of the cooperative and have the right and responsibility to be involved in all aspects of the centre. We are also a unionized centre that has a competitive salary and benefits. Copy of the joint collective agreement can be found at <https://2204.cupe.ca/resources/collective-agreement/>.

Only candidates selected for an interview will be contacted.

We are an equal opportunity employer; please visit our website at www.glebeparentsdaycare.ca for more information regarding our organization.

Please send resume and cover letter by email to Karen St. John gpc_pc@bellnet.ca
and John Verheul badgerjohn@gmail.co