



JOB POSTING

CHILDCARE CENTER MANAGER

Summary

The Child Care Manager reports to the Executive Director and is responsible for the day-to-day operation of the **ʔiihmisuk táatneʔis (Treasure Our Young Ones) Child Care Centre**. The Child Care Manager, reporting to the Executive Director, is responsible for developing, planning and implementing an Aboriginal culturally based child care program, working effectively with staff, Elders, families and children, and Friendship Centre staff. The Manager will develop relationships in the Aboriginal and early childhood communities, mentor students and undertake the administrative responsibilities related to the day-to-day operation of the Child Care Centre.

The Child Care Manager is responsible for providing leadership and guidance in a culturally based program that encourages healthy development in children's mind, body, spirit and health.

Specific Duties

1. Overall

- Maintain a safe and healthy learning environment for children and their families where families feel welcome.
- Regularly contact and act as a resource for parents and caregivers.
- Encourage and support parental, Elder and community involvement in the Child Care Centre.
- Maintain adequate liaison with the appropriate agencies, professional associations and other child care programs in the community.
- Be knowledgeable, informed, and current on Aboriginal early childhood learning and care philosophy and best practices.
- Possess a thorough knowledge of and adherence to Community Care and Assisted Living Act - Child Care Licensing Regulations

2. Develop and implement a culturally based program for young children

- Plan and implement a culturally based program and activities to meet the physical, emotional, intellectual, social and spiritual needs of the children in the program.
- Ensure adequate equipment and activities.



- Ensure equipment and the facility are clean, well maintained and safe at all times
 - Provide weekly and monthly schedules of activities.

 - Establish policies and procedures including acceptable disciplinary policies, emergency procedures with the assistance of the Management Team.

 - Develop after school care programs for older children.
3. Supervise and support child care Centre staff
- Manage child care staff resources effectively to ensure that all staff work as members of a team, have input into planning and have opportunities for improving their professional skills.
 - Provide coverage for absent child care staff as required.
 - Participate in staff recruitment as requested.
 - Supervise, coach and encourage staff.
 - Prepare staff schedules and perform other administrative duties as necessary
 - Arrange and Lead monthly staff meetings.
 - Evaluate staff performance.
 - Support training and development opportunities.
4. Manage the administration of the child care program
- Enroll children and orient families to the child care program.
 - Support parents in subsidy applications as required.
 - Keep parents informed of program expectations, program activities and their child's progress.
 - Ensure compliance with BC's Child Day Care Regulation and Standards of Practice.
 - Develop and maintain current, accurate and confidential child files, ensuring that adequate records are maintained.
 - Be aware of and monitor the child care budget with the Management Team.
 - Receive and record child care fees working with the Finance Department.



- Work closely with PAFC administration & Finance Department to ensure that all government forms are prepared and delivered.

5. Supervise children in the child care Centre

- Ensure children are supervised at all times.
- Provide and support language and cultural experiences and activities for children involving Elders and community members, including food, songs, games and storytelling.
- Provide opportunities for sleep and rest time.
- Establish routines and provide positive guidance.
- Implement positive discipline when required.
- Clearly and effectively communicate in a manner that children understand
- Perform other related duties as required by the Executive Director of the Friendship Center.

REQUIREMENTS AND QUALIFICATIONS:

- Formal training in Early Childhood Education/Development, Infant and toddler certificate and or with a BC Five Year Early Childhood Educator Certificate.
- Three to five years' experience in the child care profession, including supervisory experience is an Asset and preferred.
- Three to five years' experience in an Aboriginal community, working with children and families is considered an asset
- Excellent communication, presentation, and interpersonal skills are necessary.
- Excellent organizational skills and initiative is imperative.
- Creative problem solving skills
- Computer skills with knowledge of Microsoft Office Programs
- Knowledge of Nuu-chah-nulth history and culture is an asset
- Awareness of social issues affecting First Nations and non-First Nations children
- Knowledge of recreational, social and life skills, and parenting programming and activities relevant to First Nations



MANDATORY:

- Must possess a valid Class 5 Driver's License and have a reliable vehicle that can be used for work.
- Must provide Criminal Record Check and Drivers Abstract upon selection,
- Must be available to travel and be flexible in hours,
- Early Childhood Educator and or Infant/Child First Aid Certificate is Mandatory.

Deadline: September 19, 2019

Salary: \$49,920.00 – \$54,080.00 year (depending on qualifications) and Benefits Package

Send Resumes and Cover Letter to:

Cyndi Stevens, Executive Director
Port Alberni Friendship Center
3555 4th Avenue Port Alberni, BC
V9Y 4H3

Email resume and Cover letter to:

cstevens@pafriendshipcenter.com and cmaltais@pafriendshipcenter.com

“Please note only those selected for an interview will be contacted”