



## We Wai Kai Nation Employment Opportunity

# Manager for NEW childcare center

The WeWaiKai Nation is seeking a full-time manager to provide oversight and management services to the NEW Childcare facilities and operations.

### The facility will house the following elements:

- Headstart program
- Special Ed programing (outreach)
- Infant to toddler programing
- Childcare programing (after school)

As the manager you will be responsible for oversight of the above noted programs, in addition to the following action plan:

### Soft Opening items for March 2019:

- Head Start Pre-School Program moves into the new building and runs the same daily pre-school program of 9:00am -2:30pm.
- Develop a daycare program, including new hires for daycare opportunity, also will include fee for services costs scenarios (for review by education committee and senior staff at WeWaiKai administration).
- Coordinate purchase of new equipment that can not be relocated from old facility.
- Prepare parents of the upcoming daycare fees to be charged starting in July

### Administrative elements:

- Advertise and hire co-manager for childcare center
- Have management trained in Childcare Pro Management program and other necessary training.
- Hire and coordinate training components for NEW staff for all the programs.
- Iron out any kinks in the NEW building
- Ensure the new facility is compliant with all licensing regulation responsibilities
- Prepare budgets annually in concert with WeWaiKai administration
- Ensure all required building and program inspections done
- Complete all policies and procedures for all programs
- Expand/create teacher job descriptions
- Undertake a through review of childcare facilities at Cape Mudge village, incorporate the review into an overall approach to childcare for both facilities
- Maintain current service delivery standards for WeWaiKai membership
- Work with WeWaiKai senior staff on budgeting and other required elements

### Key Responsibilities:

- Provide a warm, positive, nurturing and respective environment
- Maintain the highest level of professionalism with parents, families, and co-workers at all times and maintain daily communications with families
- Lead by example
- Adhere to all licensing requirements
- Promote social, emotional, physical and cognitive development of all children enrolled in the programs
- Manage all levels of reporting required to various funding agencies
- Manage the center's schedule, including time-off requests and changes to day to day schedules
- Ensure all safety requirements and inspection and certification procedures and ensure the center complies with those requirements
- Responsible for invoicing and collection of fees (where applicable)
- Manage classroom observations and meetings
- Responsible for maintaining good, clear communications with parents and or guardians, with respect to behaviour, illness or injury issues
- Supervise and evaluate all employees, including training and monitoring childcare workers
- Meet with families, provide tours of the facility, and maintain staff schedules and registrations, following all ratio requirements or limits
- Help plan and conduct regular parent and employee/team meetings as needed
- Oversee planning of all center events, seasonal celebrations, open houses, year-end graduation, special events
- Ensure facility meets all work-safe and health Canada inspection standards
- Perform other duties and directed by WeWaiKai senior management

### Key Requirements:

- Early Learning Childhood Development Diploma required (formerly Level 3)
- Minimum of 3-5 years in a Daycare Management/Supervisory role
- Experience working in a First Nations community including knowledge of First Nations culture, traditions and values is considered an asset
- First Aid & CPR Certification
- Criminal Record Clearance & Vulnerable Sector Search
- Licensing and Accreditation Knowledge
- Proficient in all Microsoft applications (Word, Excel, PowerPoint, Outlook)
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- A valid class 5 drivers' license as travel will be necessary

### Longer term objectives

- Head Start Pre-School will run the same as the School District 72 calendar 10 months a year with statutory holidays, summer, spring break and Christmas closure. All programs with the exception of the Head Start Pre-School will run 5 days a week, 12 months of the year with statutory holidays and Christmas closures.
- Develop infant/toddle program hours and staffing requirements
- Develop fee for service elements for after school day care programs
- Coordinate the NEW hires for after school programs

Please send your expression of interest letter, along with C/V, Bio to:  
Robert Duncan, Chief Administrative Officer @  
690 Headstart Cres, Campbell River BC V9H 1P9  
EMAIL: [robert.duncan@wewaikai.com](mailto:robert.duncan@wewaikai.com)

Posting closed **February 25, 2019**