



## **JOB POSTING - REPOST**

**Title:** Child Care Centre Manager  
**Reports to:** Band Administrator  
**Terms:** Full-Time  
**Hours:** 35 hours per week  
**Salary:** \$54,600  
**Location:** Saugeen First Nation Child Care Centre

**Position Summary:** Saugeen Early Learning Services is looking for an experienced Child Care Centre Manager to oversee and operate the Child Care Centre of Saugeen First Nation. The Child Care Centre Manager is responsible for daily operations, development, administration, and evaluation of the child care centre. Complying with all legislative and regulatory requirements; such as finances, policy and regulations, and health and safety. Coaching of educators to build and support ongoing professional development, as well as annual performance reviews. Engaging and managing a team with the support of a Day Care Supervisor, peers and program partners, holding regular team meetings to share information and gather feedback. Engaging with centre children and families through various channels such as in person, emails, centre. Providing regular centre updates to the Band Administrator and ensuring programming spaces accommodate the community needs for child care. Acting as a role model for educators, children and families.

### **Job Duties**

- Initiate a feasibility study for new child care facility to accommodate needs of community
- Abide by the requirements set out in the *Child Care and Early Years Act*
- Ability to interpret and implement organizational policies and procedures, guidelines and protocols for external governing bodies such as Ministry of Education
- Managing the child care centre budget, approving payroll and ensuring expenses are in-line and reporting is accurate
- Ensuring program and ratio compliance with the Ministry licensing and ensuring the health and safety of all staff and children at all times
- Developing new and innovative programming to maintain best-in-class service delivery and experience for children and their families
- Strong, collaborative, interpersonal and relationship-building skills
- Excellent written and verbal communication skills, including active listening skills
- Ability to use tact, discretion, sound judgment, fair and effective problem-solving and conflict resolution skills
- Ability to manage time and prioritize work effectively
- Ability and experience with guiding, mentoring and coaching others
- Work independently, contribute and be an influential member of a multidisciplinary team
- Working understanding and use of technology and software such as MS Office and Teams
- Must have valid First Aid CPR Level C, immunizations and vulnerable sector criminal record check

### **Requirements**

- Registered Early Childhood Educator in good standing with the College of Early Childhood Educators, as asset
- Early Childhood Education Diploma or Degree or equivalent with work experience in all age groups
- Minimum 5 years' experience working in a child care setting
- Minimum 2-3 years' experience in a supervisory role

### **Applications MUST include:**

- Current cover letter
- Current resume

- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

**DEADLINE DATE: Friday, May 20, 2022 @ 4:00 p.m.**  
**(\*No Late Applications Accepted\*)**

**Only qualified applicants will be contacted for an interview**

**Qualified Saugeen First Nation members will be given priority**

**Successful candidate will be asked to provide a current Criminal Record Check including Vulnerable Sector Screening as a condition of employment**

**Applications will be received:**

**Office:** Human Resources Dept, (519) 797-1224, Extension 1110

**By E-Mail:** [tina.jacobs@saugeen.org](mailto:tina.jacobs@saugeen.org)

**By Mail:** HR Dept, 6 Cameron Drive, Southampton, ON N0H 2L0