

## **Job Description Manager of Childcare Services**

### **Organization Overview**

The Society of Saint Vincent de Paul of Vancouver Island (“the Society”) has been supporting people in need on Vancouver Island since 1916. Focused on impacting the lives of people affected by poverty, the Society offers emergency relief services while maintaining a focus and commitment to addressing the root causes that contribute to poverty in our communities. Through a variety of programs, the Society provides support through affordable housing, a food pantry, home visit program, day program for persons with developmental disabilities and thrift stores providing clothing and household items to those in need, to name a few.

### **Position Summary**

Reporting to the Director of Support Services, the Manager of Childcare Services (Childcare Manager) is responsible for developing, delivering, and managing quality, caring, and supportive childcare programs while ensuring a safe and developmentally appropriate environment for the children of families living at Rosalie’s Village and the surrounding community. The Childcare Manager will ensure a respectful environment for the children under the programs care, with a focus on providing a stimulating early care and education experience and operating a program that meets all regulatory standards required by federal, provincial, and municipal governments.

### **Primary Responsibilities (includes but are not limited to)**

#### **Develops and implements programs for young children infant to aged five.**

##### *Main Activities:*

- Develops and implements a philosophy of early childhood education and care
- Evaluates, plans and implements activities that are culturally appropriate, and meet the physical, emotional, intellectual, and social needs of the children in the program
- Ensures the provision of nutritious snacks and lunches
- Provides adequate equipment and activities
- Ensures equipment and facility are clean, well maintained, and safe at all times
- Provides a weekly and monthly schedule of activities including the introduction of math and literacy concepts
- Establishes policies and procedures including acceptable disciplinary policies
- Maintain familiarity with emergency procedures

### **Supervises and develops childcare employees.**

#### *Main Activities:*

- Recruits, hires, and orients daycare employees
- Supervises, coaches, and encourages employees
- Evaluates employee's performance, taking corrective action when necessary
- Assesses training needs, providing opportunities for training and support

### **Manages the administration of the childcare program.**

#### *Main Activities:*

- Keeps parents informed of program expectations, activities, and their child's progress
- Prepares and maintains accurate confidential client files
- Prepares and monitors the daycare budget including purchase approvals within established spending limits
- Receives and records daycare fees
- Develops monthly and yearly statistics regarding number of participants, cost of equipment, supplies, and maintenance
- Prepares and completes subsidy forms, grant applications, and reports as required
- Liaises with community support programs for children with special needs
- Ensures compliance with the Occupational Health & Safety Act, fire regulations and other legal and regulatory requirements
- Other duties as assigned by Management.

### **Supervises children in the childcare Centre.**

#### *Main Activities:*

- Ensures children are always supervised
- Provides various experiences and activities for children including songs, games, and story telling
- Establishes routines including opportunities for sleep and rest time
- Builds children's esteem and clearly and effectively communicates in a manner that children understand
- Provides positive guidance, discipline, and a safe and secure environment for children to feel comfortable

### **WorkSafe BC Responsibility.**

As a member of the Society's leadership team, the Manager of Mary's Place Childcare is responsible for ensuring their program standards are in alignment with WorkSafeBC requirements and the Societies health and safety policies and procedures.

### **Education and Experience**

- Diploma in Early Childhood Education with Infant Toddler preferable preferred
- Minimum of 3 years of recent Childcare Centre management including the direct management and supervision of staff and budgets
- Current BC License to practice required
- Valid First Aid Certification – Infant CPR required
- Experience with documentation in accordance with Community Care Facilities Branch licensing requirements
- Experience working with special needs children and the community support programs available
- Experience with childcare subsidies and grants

- Proficient with Microsoft office suite and general office management

### **Knowledge, Skills, and Abilities**

- An understanding of the issues that affect children and their families
- Excellent communication, presentation, and interpersonal skills with children, parents, and community members
- Demonstrated adherence to the ECE BC Code of Ethics
- Accountable with the ability to lead effectively in collaboration with others

### **Additional Requirements**

- A Ministry of Justice Criminal Record Check clearance letter is required prior to hiring
- Mary's Place is under a Public Health Order (PHO). All applicants must be fully vaccinated as defined by the PHO.