



Job Title: **Executive Director**
Job Type: Full-time, Permanent

About us

Morris Early Learning Centre is a 58-space childcare center, expanding to 104 spaces with a new build in progress. Morris Early Learning Centre believes that all children should be provided with an experience that encourages emotional, social, physical, and intellectual development. Morris Early Learning Centre provides a balance of sensory, language, and creative activities to children.

Are you a dynamic, kind, and passionate Early Childhood Educator?

The Executive Director reports directly to the Board of Directors and provides exceptional management to all areas of the center.

Duties & Responsibilities

- Manage a team of 10 direct reports; includes effective leadership, providing feedback, developing team members, recruitment, and selection of ECE/CCAs.
- Communicate with parents providing information, updates, and other.
- Manage workflows of 2 locations and all multiple programs; includes scheduling, ratios, staffing.
- Providing input to the team managing the construction of a new center.
- General finance tasks such as issuing bills and receiving payments.
- Support and represent the community of Morris.

Knowledge, Skills, and Abilities

A caring, adaptive personality with strong leadership abilities and a passion for childcare will thrive in the Executive Director role. Ideal candidates will also possess:

- Excellent communication skills.
- Strong leadership and people management abilities.
- Strong problem solving and decision-making abilities.
- The ability to be a calm and stable presence in any situation.
- A positive team player attitude that works well in an adapting environment.

Education and Experience

- ECE 3 Education, most preferred. ECE 2 resumes will be accepted.
- Related experience in childcare center management or assistant management.

Compensation Expectations

- Salary starts at \$36.23 per hour.
- Comprehensive Benefits package, 50/50 cost share
- Health spending benefit.



- RSP program, 4% match.
- \$100 annual clothing allowance.
- Professional development budget to support continued education.

Working Conditions & Culture

- The administrative office is located in a childcare center.
- Sitting desk.

Please submit a resume and cover letter attention to Lyndsay via email: lyndsay@curbridge.ca
For more information about this position call 204-573-9247

We thank all applicants, however, only candidates selected for an interview will be contacted.