

EXECUTIVE DIRECTOR

Crystal City Community Daycare Inc. is hiring a full-time permanent Executive Director beginning May 1, 2023

Starting salary: \$28.60/hour but is commensurate with experience.

This is a unique opportunity for those wishing to advance their leadership goals and work with a dynamic Board of Directors and team of dedicated ECE's and CCA's in a rural setting.

Please submit your resume and cover letter by April 7/23 to Kaylee Schott at kcavers91@hotmail.com

Overview of Position

The Director oversees the daily management of the centre including administration and financial management as well as all aspects of programming. In addition, the Director interfaces with a number of stakeholders including Board of Directors, families, educational institutions, other childcare providers and various levels of government.

Key Areas of Responsibility

- Manages an organized, purposeful, and inclusive program specific to our mission, including a safe, healthy, hazard-free environment and a well-planned curriculum by which the needs of children and families are met
- Manages all aspects of the centre's operations including ensuring compliance with government regulations and all operating policies as established by the Board of Directors
- Manages the centre's finances including preparing the centre's budget, forecasting, monitoring and recording revenue and expenditures in collaboration with Treasurer and bookkeeper, implementing the collection of subsidy and parent fees and reviewing regular financial statements
- Provides leadership to the staff team which includes recruitment of new employees, orientation and training, performance management and the maintenance of personnel records
- Manages the relationships with the public, parents and educational institutions by sharing information, promoting the goals and objectives of our centre, and working cooperatively with the community and other stakeholders to ensure common goals are achieved
- Works in partnership with a volunteer Board of Directors to develop and implement various policies and procedures and to oversee the governance of the organization.
- Maintains a high level of professionalism including confidentiality, ethical and professional behaviour, continuous personal and professional development, and participation in provincial and national child care organizations

Education & Training Required

- Must be qualified as an ECE III
- An ECE III must have successfully completed a currently approved ECE II program and a specialized program recognized by the Child Care Education Program Approval Committee, or a Bachelor of Arts majoring in Developmental Studies, Stream C-Child Development and Child Care/Early Childhood Education from the University of Winnipeg
- Will consider an ECE II who is currently enrolled in an approved program to obtain an ECE III.
- Cleared background checks and First Aid/CPR certification are conditions of employment
- A relevant credential in Management is recommended

Experience Required

- Minimum 3 years experience in a childcare environment with some supervisory/management experience required

Key Knowledge, Skills & Abilities Required

- Must have in depth knowledge of the principles of early childhood development and learning, with the ability to oversee the development of appropriate programs and curriculum based on a variety of learning styles, ages and cultural backgrounds
- Must have demonstrated knowledge of and experience working with specialized programs that may be related to the centre's mission
- Must have strong leadership skills with the demonstrated ability to recruit, train, develop and motivate a staff team to their full potential
- Must have well developed planning and organizational skills combined with the ability to manage multiple priorities and to meet required timelines
- Must have well developed communication skills with the ability to communicate effectively both verbally and in writing with children, parents, and other caregivers from various socio-economic, ethnic and cultural backgrounds as well as representatives of government and regulatory bodies and other health-related and educational institutions; must also be skilled at public speaking, working with the media and making presentations to various groups
- Must have the demonstrated ability to build effective relationships with children, families, government representatives, other childcare providers, and members of the community; must be perceptive with the ability to "read the situation" and to adjust approach accordingly
- Must have demonstrated ability to solve problems, resolve conflicts, manage crisis situations, make appropriate decisions and involve appropriate stakeholders when required
- Must be highly creative and skilled at creating, evaluating and modifying environments, programs and activities to meet the ever-changing needs of children and families as well as the challenges faced by financial restraints and changing legislative requirements
- Must have the ability to multi-task, to be flexible and adaptable in light of changing needs and priorities and to cope effectively with changing situations that may occur
- Must have strong "self-management" skills with the ability to remain calm in stressful situations and stressful working environments. This includes ensuring overall mental and physical health

- Must have excellent management and administrative skills including human resource management, financial management, facilities management and workplace safety and health management, combined with excellent knowledge of the various governmental regulations that impact on childcare and child care settings
- Must have working knowledge of computer systems including childcare management systems, the internet and accounting procedures i.e. Microsoft Office, Excel, and principles of accounting