

JOB DESCRIPTION

Reporting directly to the Executive Director, the Childcare Manager is responsible for scheduling and supervising Preschool/Daycare staff, and planning, supervising, and implementing a quality caring and supportive childcare program that meets all regulatory standards required by federal, provincial, and municipal governments, and operates within the Child Care Practitioner Occupational Standards and Code of Ethics as defined by the Canadian Child Care Federation. This position will include both front-line and administrative duties.

The Victoria West Community Association operates two preschool programs and a daycare program for children 3-5 years of age, as well as an Out of School Care program for school-aged children at Victoria West Elementary school. We have a community-based, child-centered, inclusive, and flexible program. Many of our families require part-time or flexible care options, we support children with special needs, and the children love to have dance parties!

Duties and Responsibilities:

Maintain status of Licensee of the Victoria West Community Association Preschool/Daycare and report to licensing officer as required. Ensure accurate records are kept and complete required governmental forms for provincial granting programs, childcare subsidy, and support worker contracts.

Records and Planning:

- Maintain accurate records for enrollment in Preschool/Daycare programs.
- Maintain records per Licensing requirements and ongoing statistics and ensure they are accurate and complete.
- Create staffing schedules, monitor Preschool/Daycare staff, hold regular staff meetings, and complete performance reviews.
- Create short and long-term program plans, implement programs, and evaluate programs upon completion.
- Establish and carry out a daily activity schedule that incorporates child-directed activity, care routines, and transition times.
- Process records, childcare billing, grant applications, contracts, and payments as required.

Preschool and Daycare:

- Organize space, equipment, and materials before and after activities.
- Supervise children and staff in the Preschool/Daycare and on the playground to support development and social skills.
- Utilize a variety of teaching techniques including modeling, observing, questioning, demonstrating, and reinforcing.
- Work front-line as ECE as necessary.

Health and Safety:

- Ensure a healthy and safe environment, following Licensing procedures for administering medications and maintaining health records.
- Attend to children's physical needs for toileting, diapering, eating and sleeping as promptly as possible.
- Establish daily eating routines.
- Ensure that staff is aware of any allergies, illnesses, or special conditions.
- Report all accidents, injuries, and illnesses to the manager or delegate and record such incidents in the daily logbook and Licensing as required.

- Report all incidents of child abuse to the supervisor and follow centre procedures and government regulations.
 - Perform necessary housekeeping duties as required.
 - Release children only to authorized persons.
- Contribute to the ongoing operations of the Centre:

- Follow licensing requirements.
- Carry out responsibilities as assigned.
- Attend regular staff meetings.
- Maintain confidentiality of all information related to the Centre's children, their parents, and staff.
- Plan and carry out annual professional development.
- Maintain regular attendance and punctuality.
- Other duties as required.

REQUIRED SKILLS AND EXPERIENCE

- 3-5 years previous management experience working with children in a child care or recreation-based setting
- Ability to understand and apply current child development and child care philosophy
- Ability to lead and deliver childcare programs with minimal supervision
- Ability to maintain a high degree of enthusiasm, imagination, and personal motivation
- Understanding and ability to apply first aid and emergency response
- Excellent interpersonal skills and positive customer service skills
- Ability to maintain records
- Strong written and oral communication skills
- Ability to lift up to 25 kg.

REQUIRED DOCUMENTATION

- Standard First Aid and CPR
- Clean criminal record check with vulnerable sector search
- Diploma in Early Childhood Education
- Current BC License to Practice
- Documentation in accordance with Community Care Facilities Branch licensing requirements

WORK SETTING

- Victoria West Community Centre
- The daycare is licensed for up to 16 children
- The preschool is licensed for up to 16 children
- The out of school care program is licensed for up to 54 children
- Indoor and outdoor activities
- Standing, bending, crouching, some lifting.

HOURS OF WORK: 37.5 hours per week. Monday-Friday 9:00am-5:00pm.

Hours may fluctuate due to program requirements.

SALARY: Equivalent to \$24.00-\$26.00 per hour, dependent on experience, plus ECE staff are also eligible for the Provincial Government additional \$2.00/hour ECE Wage Enhancement Program if working 50% or more front-line.

After successful completion of the probationary period, the VWCA Childcare Manager will also receive a vacation entitlement of three weeks (15 days) per year (6%) and sick time entitlement of two weeks per year (10 days) (4%).

In addition, they will be eligible for our shared employee benefits package.

To apply, please forward a cover letter and resume, as well as copies of the following to programs@victoriawest.ca:

-ECE Certification

-First Aid Certification

-Three References

Only shortlisted candidates will be contacted.

Job Types: Full-time, Permanent

Salary: \$24.00-\$28.00 per hour