

Daycare Manager

Today 'N' Tomorrow Learning Society – 4830B Headquarters Rd, Courtenay, BC
www.tntls.com

\$20 - \$25 an hour - Full-time, Permanent

Job Summary

The Today 'N' Tomorrow Learning Society (TNTLS) is currently seeking a full-time ECE/IT Manager reporting directly to the Executive Director. The Manager is responsible for the overall daily operation of Teddies 'N' Toddlers Early Childcare Centre (birth to 3 years old) and Little Friends Early Learning Centre (3-5 years old) including the implementation of all approved developmentally appropriate activities and programs. The key operational areas of responsibility are: Early Care and Learning, Fiscal/Financial, Administrative, Management of the Staff, Guidance and Behavior Management and Health & Safety. The Manager collaborates with the Young Parent Coordinator to support outreach for parenting students within TNTLS' Young Parent Program.

TNTLS is a not-for-profit organization established in 1993 dedicated to providing services and support to young pregnant women, young moms and dads, and their children in the Comox Valley who are completing their high school education. The program is open to teen parents in School District 71 to include parenting education and mentoring opportunities to help young parents meet personal goals while encouraging healthy pregnancy and development of their children. These services are designed to give young pregnant women and young moms and dads the help and support network they need to have healthy babies and to be effective, successful parents.

Responsibilities and Duties

Primary Duties & Responsibilities Include:

- Supervise the activities of all ECE's and support staff to ensure that each child's individual needs are met
- Facilitate the management of each child's programs and routines
- Ensure that the daily operation of the Daycare is in compliance with the Community Care & Assisted Living Act (CCALA) and the Child Care Licensing Regulations
- Plan & equip indoor & outdoor areas by selecting developmentally appropriate equipment and supplies for the center
- Interview all prospective parents and ensure they receive a parent information package at the time of registration
- Make the necessary arrangements for admitting and discharging children while maintaining a daily record of all arrivals and departures, and communicate all enrollment changes to the staff
- Maintain regular communication with the parents including parent – staff interviews
- Responsible to maintain current First Aid training, food safe and validated ECE certificate to practice.
- Responsible for the hiring of all new staff in consultation with the Executive Director
- Ensure Job Descriptions are reflective of the current requirements within the Early Care

and learning profession

- Conducts Performance Appraisals for all early childhood educators
- Makes recommendations to the licensing officer on changes to policies and procedures that would improve the Daycare Centre. All changes will be approved by the Licensing Officer and the Executive Director
- Maintain a complete & accurate account of all financial transactions as it pertains to the Centres
- Responsible for the preparation of the Annual Budget for the Executive Director to approve
- Ensure that the operating expenses are in alignment with the Annual Budget
- To effectively maximize professional development training funds for the program
- Ensure the janitor is on top of daily cleaning, repairs and maintenance of all program equipment and appliance

Qualifications and Skills

Education & Qualifications

- Minimum 10 years experience in Early Care & Learning with proven leadership and management experience
- Diploma in Early Childhood Education with post basic IT & SN
- Active Professional Member in ECEBC Professional Association
- Demonstrated ongoing commitment to attend professional development courses annually
- Current validated certificate to practice through ECE Registry is mandatory.
- Must have a current first aid certificate and food safe certificate

If you love children and want to build a positive team then we want to hear from you. Please submit your cover letter and resume.

We thank all applicants for their interest. Only those who are short listed will be contacted.

Benefits

Competitive wage and benefits package offered

Send resumes to: admin@tntls.com