



**May 31<sup>st</sup> 2018**

**Internal/External Job Posting - #CH23-18-01**

**COLLINGWOOD ANNEX PRESCHOOL  
PROGRAM MANAGER- PERMANENT PART TIME POSITION**

**Collingwood Neighbourhood House – our mandate...**

To promote the well being of the Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community's social, educational, economic, health, cultural and recreational needs.

**The successful candidate will be able to:**

- Apply contemporary early childhood practices in the development of a quality Reggio Emilia focused program within a team environment
- Be familiar with the expectations and requirements of Community Care Licensing
- Support each child's holistic development using the BC Early Learning Framework
- Demonstrate understanding of and respect for the competency of young children
- Be aware of and work within the ECEBC Code of Ethics
- Participate in ongoing professional development

**Qualifications**

- Early Childhood Educator License to Practice required with at least 3 years experience in a supervisory position
- Experience working in a Licensed Childcare Program
- Current First Aid certificate required
- Strong program planning, organizational, leadership and communication skills required
- Ability to work within a multicultural/intercultural environment
- Ability to work flexible hours
- Preference is given to candidates who are members of the Early Childhood Educators of BC (ECEBC)

**Wages and Benefits**

Salary : \$20.48-\$21.56 per hour  
Schedule : 24 hours per week (afternoons)  
Start Date : August 2018

This position is covered by a Collective Agreement with CUPE Local 1936.

**Application Process**

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal, first priority will be given to internal and local applicants.

**SUBMIT RESUMES BY: June 30<sup>th</sup> 2018**

**Please quote reference #CH23-18-01**

**Alison Merton**

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**NO PHONE CALLS PLEASE, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**