



**May 17, 2018**  
**Job Posting - #CH10-18-01**  
**DIRECTOR OF THE EARLY YEARS**  
**PERMANENT POSITION**

**Collingwood Neighbourhood House 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.

**Job Overview**

The Director of the Early Years (EY) is a senior management position and the individual will work collaboratively as part of the Directors team. She/he/they will ensure quality and sustainable programs are developed and delivered in the areas of licensed Child Care and other Family Support programs meeting the needs of families and children in the Renfrew-Collingwood neighbourhood.

**Key Responsibilities**

- Recruit, hire, orientate, supervise and provide professional development and performance evaluation of EY Coordinators and Program Managers. Also support EY Coordinators to recruit, hire, orientate, supervise and provide professional development and performance evaluation of all staff, volunteers and student placements within the department.
- Ensure all programs are adequately staffed to meet quality and regulatory requirements.
- Support EY Coordinators in the preparation of program budgets for Board approval, monitor program finances and ensure budget implementation.
- In consultation with the Executive Director identify resources, develop funding proposals, contract negotiations, fee structures, and coordinate all EY program fundraising activities. Ensure that opportunities for external funding are maximized and reporting is timely and accurate.
- Conduct ongoing needs assessment and evaluation of programs; ensure continuous quality enhancement goals with a Reggio Emilia approach.
- Ensure that Child Care Facilities Licensing requirements are met and that Coordinators and staff are aware of these requirements and standards.
- Liaise, cooperate and collaborate with community agencies, public partners and residents in the identification, provision, coordination and evaluation of child and family programs and services in Renfrew-Collingwood.
- Support Coordinators to publicize CNH, its child care and family support programs and services; actively engage with social media and on-line resources to promote CNH.
- Participate in regular Director team meetings and committees and report to CNH Board of Directors as required.
- Act as a liaison with CUPE Local 1936 and to sit as a member of the Labour Management Committee.
- Assist in the development of progressive Human Resource practices and the implementation of the HR Policy and Procedures and the Collective Agreement.
- Assist with systems development and maintenance to ensure CNH is effectively and efficiently meeting the needs of the community and taking advantage of opportunities for growth as appropriate.
- Work directly with parents and families as necessary and ensure families receive timely and relevant information regarding their programs.
- Shared, collaborative leadership with the CNH Management Team to assist CNH's Board, members and staff in development of CNH's strategic and operational directions.

## **Qualifications**

- a) Undergraduate degree in a related field or a combination of education and work experience in non-profit management.
- b) Minimum of 5 years of human resource management within a unionized environment.
- c) Demonstrated ability to maintain positive staff relations, develop and work with teams, share leadership and develop the skills of others.
- d) Ability to organize, communicate clearly and provide leadership.
- e) Ability to implement a Collective Agreement.
- f) Strong knowledge/background of child development, licensed child care, family support programs and child care public policy in BC.
- g) Demonstrated interest in, and knowledge of, multi-service community based organizations.
- h) Proven ability to manage a budget of \$3+ million annually in fee-based service delivery.
- i) Demonstrated interest and ability in working in a cross cultural, economically diverse, inclusive environment.
- j) Ability to work cooperatively and build partnerships with residents, community organizations, school district, all levels of government and private sector.
- k) Strong grantsmanship, research, advocacy and evaluation skills.
- l) Demonstrated ability to manage growth and resolve conflicts.
- m) Able to share and develop skills and provide facilitated learning opportunities.
- n) Ability to work flexible hours.
- o) Knowledge of, or interest in, Indigenous issues.
- p) Second language would be an asset.
- q) Preference given to Canadian citizens and permanent residents of Canada.

## **Wages and Benefits**

Salary: \$36.10-\$39.80 per hour  
Schedule: 35 hours/week (flexible work schedule)  
Location: 5288 Joyce Street, Vancouver BC  
Expected Start Date: Flexible but latest would be Sept. 4, 2018

## **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 COVER LETTER AND RESUME BY: June 7, 2018**

**Please quote reference #CH10-18-01**

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c/o Irene Mella, CNH Office and Volunteer Coordinator  
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We thank all applicants for their interest however only short-listed applicants will be contacted.