

## Job Ad

Title: Childcare Centre Manager  
New Westminster Treasures – New Westminster, BC  
Full-time, Permanent

### Summary:

Are you passionate about Christ-centred childcare? Do you love to undertake new projects, lead, partner with families, and bring ideas to fruition? We are looking for you!

New West Treasures exists to meet a need for child care in our community. Our vision is to reach out with God-centered child care programs to help raise a godly generation by introducing children to and teaching them about the good news of Jesus Christ. We are scheduled to open a Before and After School Care program September 2018 and anticipate starting a Preschool in September 2019

### Qualifications:

- Valid Early Childhood Educator Certificate and B.C. License to Practice
- Working knowledge of BC Childcare Licensing Regulations
- Valid First Aid and CPR certificate
- Criminal Record Check
- Experience working in administration and/or management of licensed child care programs
- Excellent communication skills, both oral and written
- Proficiency in computer and general administration work

### Job Summary

- Start up new Before and After School Care program (with a view towards opening a preschool within a year)
- Ensure the development and implementation of appropriate procedures to meet the requirements of the Child Care Licensing Regulation
- Carry out the policy directives of the Board of Directors of New Westminster Treasures
- Ensure day to day operations of a high-quality childcare program and meet the vision and mission statement of New Westminster Treasures
- Implement the childcare program

### Job Duties

- Finalize all Centre documents and policies to ensure legal requirements are met to commence operation in September 2018
- Liaise with regulation officers for Centre inspections

- Ensure all legal requirements are maintained and all operational policies established by the Board of Directors are implemented
- Prepare the learning space and develop the program curriculum
- Ensure curriculum meets policy requirements established by the Board of Directors
- Coordinate and manage admissions to the centre, including enrolling students, answering questions, and providing tours
- Ensure a safe and healthy environment for all participants
- Monitor finances
- Promote positive community relationships
- Participate in hiring and orientation of other staff and provide ongoing supervision and development of all childcare staff
- Facilitate the resolution of any sensitive situations with families or other staff members
- Participate in short and long-term strategic planning

Please email your cover letter and resume to: [admin@newwesttreasures.com](mailto:admin@newwesttreasures.com)