



Our Children's Centre

4001 Seymour Place, Victoria, BC V8X 1W4
Phone: 250.475.6227 Fax: 250.475.6614 email: Manager@ourchildrenscentre.com
Website: www.ourchildrenscentre.com

Learning through play...everyday!

Acting Centre Manager - Maternity Leave

Our Children's Centre Society (OCCS) is recruiting for an Acting Centre Manager (A/Manager) for a maternity leave. We are looking for a professional, enthusiastic and dedicated individual who wants to make a difference in the lives of young children and their families, while effectively and efficiently running all daycare operations. The A/Manager is responsible for the OCCS programs (Preschool / Toddler / Infant) and general administration of the Centre's operations. This position reports to the Chair and Board of Directors of OCCS.

OCCS is a non-profit licensed group daycare which provides quality, accessible and affordable childcare for families in the community. The Centre promotes physical, emotional, cognitive and social growth, and development of each child. OCCS strives to ensure the highest quality care, safety and security of all children while allowing parents to be supported in the continuance of their careers.

OCCS is an award winning daycare centre in Victoria, B.C. At OCCS, we pride ourselves on excellence, putting education and development of our children first and foremost. Our educators are top-notch and you will be joining a team that is passionate about child development in a learning through play environment.

Some of the exciting things that you will do as A/Manager include, but are not limited to:

- Administers the Centre business operations including accounting, purchasing, payroll, health benefits and general office files;
- Works with the Board of Directors on budget planning and manages a budget of \$700,000;
- Supervises and works with senior educators and educators within the Centre;
- Liaises with families of children participating in the various programs.
- Ensures OCCS policies and philosophies are implemented and adhered to by staff and guests of the Centre; and,
- Responsible for the selection, training and development of educators, substitutes, aids or pertinent guests, including planning professional development days for staff.

We are looking for an individual with the following qualifications:

- Early Childhood Education and Under 3's certificates or Child and Youth Care degree or equivalent.
- First Aid/CPR Certification.
- Three years experience with program management, personnel management, client relations and financial management .

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- Strong organization and general management skills.
- Ability to establish and maintain positive, effective relationships with children, staff, families and the Board of Directors.
- Demonstrated supervisory and leadership skills.
- Knowledge of Microsoft Office applications (Outlook, Word and Excel) and Internet Explorer.
- Knowledge of legislation, policies and procedures governing childcare facilities (i.e. Provincial Childcare Facilities Act, VIHA licensing, etc.).
- Experience managing a non-profit organization and liaising with a board of directors is preferred.
- A criminal record check is required.

Hours: 7.5 hours per day -- Monday - Friday

Benefits: After successful completion of probationary period benefits include medical/dental, MSP, paid time off during closure week from December 25 to January 1 as well as paid vacation and statutory holidays. Additional benefits include free parking, professional development opportunities and reduced rate for gym membership.

Salary Range: \$24.27 - \$27.41, depending on experience

Deadline: Resumes due by Friday July 13th 2018

Start date is to be determined.

Applications to: Submit resume and cover letter to careers@ourchildrenscentre.com. Due to limited resources, only those short-listed will be contacted.

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