



PROGRAM DIRECTOR

Vancouver Society of Children's Centres (VSOCC) is a non-profit community based organization which has developed and delivered a range of licensed child care services and family resource programs since 1995. Its services are delivered from 16 state of the art facilities in Downtown Vancouver. VSOCC is the largest single-purpose organization providing non-profit child care in British Columbia and is one of the largest providers of infant and toddler care in Western Canada. VSOCC currently serves more than 1,800 children each year from 3 months to school age.

Role Overview:

The Program Director is responsible for the development and effective delivery of VSOCC's programs for licensed childcare and family support. This senior leadership position directs, coaches, influences and inspires over 200 licensed childcare staff within 32 programs.

Reports to: Chief Executive Officer

Ideal Candidate:

Is an extraordinary leader responsible for overseeing a large and complex multi-site licensed child care program. Demonstrates a deep commitment to highest standard of program delivery and emergent curriculum approach. Recognized as credible, influential, reliable and a high trust leader who is motivated to build and expand a successful organization. Thrives and adapts in a continually evolving environment while overseeing a complex child care operation and managing a large team. Strong interpersonal and communication skills and personal values aligned with VSOCC. Models the highest level of professional ethics.

Key Responsibilities:

- As a member of the senior leadership team, develops and implements VSOCC's long and short term strategic plans and initiatives. Ensures highest quality program and service delivery consistent with agency mandate and policy, legal, contractual and budgetary requirements.
- Initiates ongoing needs assessment and evaluation of programs ensuring continuous quality enhancement goals are aligned with the Early Learning Framework and emergent curriculum approach. Inspires and leads staff to attain program objectives and ensures best practice in staff development and training, family engagement and response to incidents or concerns.
- Plans, organizes, controls, and directs the provision of child care services for existing and new programs/projects. Ensures programs are adequately staffed and meet quality and regulatory requirements. Determines program, resource, budgetary, operational, and organizational requirements. Establishes goals, objectives, policies, procedures, standards and accountability measures in accordance with policies and goals.

- With Human Resources, oversees the recruitment, orientation, supervision, professional development and performance evaluation of program staff. Ensures effective planning and management; including labor relations, corrective action, grievance resolution, and discharge and accountability to legislative authorities and regulatory bodies. Assists in the development of Human Resource practices and the implementation of HR policies and procedures and the Collective Agreement.
- Participates in committees, working groups and associations. Maintains relationships with government officials, volunteers and community groups. May communicate and/or promote agency's services, funding needs and value to the community. Represents the agency at community and fund raising events, or other official functions.
- Performs other related duties assigned by the Chief Executive Officer.

Qualifications: Education, Training, and Experience

- Undergraduate degree in early childhood education and experience in licensed childcare are preferred. Degree in a related field or a combination of education and work experience will be considered.
- Strong knowledge/background of child development, licensed child care, family support programs and child care policy. Five to seven years of progressively more responsible program management experience preferably in the community social services sector with a demonstrated knowledge of specific community based programs and services, applicable legislation and policies.
- Demonstrated ability to inspire, build and maintain positive staff relations and commitment to professional development of staff and teams. Strong leader with exceptional impact and influence skills and ability to resolve conflict.
- Demonstrated interest and ability to work in a cross cultural, diverse and inclusive environment
- Operational/administrative management, planning, organizing, human resources, analytical and communications, community and social services knowledge and skills
- Specific program, legislative/policy, provincial and other government frameworks and systems, information technology, financial management, professional knowledge in the regulated childcare and family programs fields.

Job Skills and Abilities:

- Commitment to best practice, awareness of current practices in child care sector and advocate for highest quality program standards
- Strategic mindset and thrives in changing environment
- Demonstrated teamwork, exceptional leadership, and proven supervisory skills
- Excellent oral, written, facilitation, and interpersonal communication skills.
- Well-developed planning, organizing, controlling, and administrative skills
- Ability to work effectively with families, program staff, volunteers, and other professionals
- Demonstrated creative, innovative and forward thinking, process and program solving skills
- Ability to work flexible hours
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Please email a cover letter and resume to careers@vsocc.org and reference posting PD20180703 in your email subject line.

Vancouver Society of Children's Centres
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