



## Job Description

Our current manager is retiring and we are looking for the best candidate to fill her shoes. If you love children, are passionate about early learning and want to build a positive team then we want to hear from you!

We have plans to build a new facility in the form of a childcare hub and are looking for an applicant to best fit our future growth.  
Administrative training provided.

### Job Summary

The Today 'N' Tomorrow Learning Society (TNTLS) is currently seeking a full-time ECE/IT Manager. The manager is responsible for the daily operation of TNTLS Early Childcare Centre (birth to 3 years old) and Little Friends Early Learning Centre (3-5 years old) including the implementation of all approved developmentally appropriate activities and programs.

The key operational areas of responsibility are:

- Early Care and Learning
- Fiscal/Financial Duties
- Administrative Tasks
- Management of Staff
- Guidance and Behavior Management
- Health & Safety

The Manager collaborates with the Young Parent Coordinator to support outreach for parenting students within TNTLS' Young Parent Program.

### Education & Qualifications

- Minimum 5 years experience in Early Care & Learning with a desire for leadership and willingness to develop management skills.
- Diploma in Early Childhood Education with post basic IT & SN
- Must have a current first aid certificate and food safe certificate

### Benefits

Competitive wage and benefits package offered

*We thank all applicants for their interest. Only those who are short listed will be contacted.*

*Please refer to the career tab on our website for detailed job posting.*

[www.tntls.com](http://www.tntls.com)

Job Type: Full-time

Salary: \$20.00 to \$25.00 /hour