

## **JOB POSTING: Child Care and Family Programs Manager**

### **Who are we?**

Parkgate Community Services Society (PCSS) is a registered, not-for-profit charitable organization providing programs and services to our friends and neighbours at Parkgate Community Centre and satellite locations east of the Seymour River. PCSS exists to serve the community, and our team works in partnership with more than three hundred volunteers to develop and deliver responsive programming that meets community need leveraging community resources. We provide services to youth and seniors and we operate an extensive child care and family services program. With more than one hundred people on staff over the course of the year, we are a diverse and welcoming team committed to making this a great place to live, work and play. We value innovation, teamwork, excellence, collaboration, inclusiveness and accountability, and pride ourselves on being community-driven, community-inspired and community-supported.

### **What's the job?**

We are looking for a Child Care and Family Manager who will be responsible for the ongoing management of a comprehensive Child Care and Family Services Program for families with children from birth to age 12. This position will provide leadership, guidance and support to staff, volunteers, children and families ensuring the delivery of high quality programs in a range of licensed and unlicensed child care and family services.

### **What will you do?**

- Plan, develop and implement programs and services based on the principles of early childhood development and middle years learning, and consistent with Society philosophy, vision and mission. May develop or make recommendations for the development of new program areas.
- Develop and establish standards and accountability/control mechanisms for programs and services in accordance with policies and goals approved by the Society. Provide advice and recommendations to the Executive Director on significant or cross-agency program and service issues.
- Establish and maintain links to the Seymour community and promote the services and programs offered by the Society within the community.
- Encourage the participation of students, volunteers, consultants, families, and community members to benefit and support the program. May work in partnership with other child care professionals, middle year professionals, family program professionals, expert stakeholders and other businesses and organizations such as: all levels of government; multicultural services; services for individuals with disabilities; educational institutions; etc.
- Promote family involvement; support culture of respect for all families; communicate with families; maintain up-to-date resources for families; and strengthen and enhance positive family interactions including family/staff conferences.



- Plan for and ensure a well-maintained and safe environment for all programs complying with municipal, provincial and federal codes and regulations. Manage facility-related activities for programs including maintenance and repair.
- Supervise, develop and motivate the Child Care and Family Programs staff team. Maintain an atmosphere that encourages maximum staff satisfaction and growth; inspire individual contribution; and encourage team cooperation.
- Maintain readily accessible and current legislative and licensing records in order to meet government and the organization's requirements for record keeping.
- Determine program, resource, budgetary, operational, and organizational requirements for all programs. Develop comprehensive plans to achieve identified objectives. Manage and monitor revenue and expenditures, and make recommendations and adjustments accordingly.

### **Who are we looking for?**

- Diploma in Early Childhood Education and/or Bachelor of Social Work Degree, and/or equivalent education and training.
- Previous experience supervising or managing multiple programs in an early/middle years environment.
- Strong knowledge of theory, principles and practices in the family resources field, the 0-6 years (early years) field and the 6-12 years (middle years) field.
- The ability to function independently, and frequently under pressure, while maintaining multiple concurrent projects and deadlines including participating in, resolving and effectively managing stressful and emergency/crisis situations.
- Ability to build and maintain excellent relationships with staff team, co-workers, children and their families.
- Previous experience with non-profit organizations is an asset;

### **Hours of Work**

This is a full-time position, working 35 hours per week

### **Wage Scale**

\$29.00 - \$32.00 per hour depending on qualifications

### **How to apply**

Please forward your resume and cover letter by email to:

Adele Wilson

Executive Director

[awilson@myparkgate.com](mailto:awilson@myparkgate.com)

We thank all candidates for their interest in the position however only short-listed candidates will be contacted.