

Job Title: Senior Supervisor
Name of Facility: Boat Daycare Society
Age Group: 2.5 to 5 Years

Summary:

Boat Daycare Society is a non-profit, parent-led facility in East Vancouver. We are looking for our next dedicated Senior Supervisor for the wonderful group of 25 kids that attend the play-based program. The new Senior Supervisor will be responsible for overseeing the daily operations of the daycare and leading the work of all the staff.

Key Responsibilities:

- Ensuring the developmental needs of each child are met by providing a safe, nurturing, open and curious environment
- Supervising staff and maintaining staff schedules including training, vacations, absenteeism and overtime
- Building relationships and working cooperatively with parents to meet children's needs, addressing challenging topics with care and sensitivity
- Ensuring all practices, activities and decisions regarding operations are prudent, ethical and consistent with the daycare's mission and policies, and follow all legal and regulatory obligations
- Performing all administrative tasks in a timely manner, including payroll, accounting, reporting, grant applications, government programs, etc.
- Making recommendations to the Board regarding policy development or amendments as needed
- Attending monthly Board meetings to report on all relevant trends, changes and/or concerns that require Board attention or input
- Managing parent volunteer activities
- Managing the process of bringing in practicum students, volunteers and substitutes
- Working with the Board and accountants to build an annual budget and to monitor income and expenses in relation to the budget
- The Senior Supervisor reports to the Boat Daycare Society Board, through the Chair of the Board

Qualifications:

- Early Childhood Educator license
- Minimum 2 years of experience as a supervisor
- Minimum 5 years of ECE teacher experience
- Experience working in a non-profit licensed facility and unionized environment an asset
- Has demonstrated ability to lead and work effectively as part of a team
- Effective working skills of computer/office software and basic accounting
- Excellent understanding of current regulations of the Child Care Licencing Act
- Strong morals, ethics and reasoning skills
- Excellent oral and written communication skills
- Excellent organization and time management skills

Region: East Vancouver

Employment Terms Full-Time / Permanent

Hours of Work: 9:45am-5:45pm. (Includes 12 hours of administrative time per week)

Application Close: January 30, 2019

Position Start Date: Immediately

The successful candidate will have:

- Current Criminal Record Check
- Current valid Standard Child Care First Aid and CPR Level A of C
- Current negative TB test
- Medical Clearance according to Child Care Licensing Regulations
- Immunization Status form
- Three professional references

Salary & Benefits: \$26.86 per hour (37.5 hours per week). Eligible for our group benefit package after probation period has ended.

CONTACT INFORMATION:

Contact Name: Hiring Committee, Boat Daycare Society

E-Mail Address: boardboatdaycare@gmail.com

Website Address: <http://boatdaycare.org/>

***please direct all queries via email. Thank you!*