



The Cedar Daycare team is currently seeking a Manager dedicated to providing exceptional care for children ages 2.5 to 5. We are looking for someone who will bring energy and exciting ideas to help each child develop, grow and discover. The Manager is responsible for the day-to-day operations of the centre, and must be able to take on leadership duties and communicate effectively with staff, children and children's families.

#### Responsibilities:

- active involvement in the direct care of the children
- collaborative program planning
- communicate with parents regarding their child's development
- maintaining a clean and safe environment for children
- hiring and supervising staff, including finding new staff when needed
- facility tours/maintaining enrollment
- administrative duties, such as record keeping, ongoing licensing compliance, oversight of program expenditures and maintaining supplies inventory

#### Qualifications:

- Valid BC Early Childhood Educator License to Practice
- Valid First Aid/CPR Certificate
- Must successfully pass a Criminal Record Check
- Previous experience in group child care setting
- Previous Management experience would be an asset

Anticipated Start Date: Early January 2019

Hours of Work: Monday – Friday, 40 hours

Salary \$45,000-\$55,000 depending on experience and qualifications

If you are interested in this exciting opportunity, please forward your resume and cover letter to Laura Riddell at [lriddell@saanichschools.ca](mailto:lriddell@saanichschools.ca)