Burnside Gorge Community Association
EARLY CHILDHOOD MANAGER

JOB SUMMARY
Reporting to the Childcare Coordinator, the Early Childhood Manager is responsible for developing and overseeing the day to day operation of the Tillicum Daycare Program (30 months to school age). This position will lead the early childhood team in delivering high-quality care in accordance with BGCA philosophy and policies and Child Care Licensing Regulations, and ensuring the health and safety of all children. The Tillicum Child Care Manager and the Early Childhood Manager will work in collaboration to maintain facility operation of Tillicum Child Care Centre. As this program operates in a busy environment within shared spaces there is also a strong focus on building positive, professional relationships with school staff and administration in addition to children and families, the broader team at BGCA, and the general public.

KEY DUTIES AND RESPONSIBILITIES

Program Operations
- Work in ratio with staff, providing direct care to children at a minimum of 17.5 hours per week
- Ensure adherence to all Child Care Licensing Regulations and BGCA policies
- Supervise children and staff in the Daycare and playground to support development and social skills
- Utilize a variety of teaching techniques including modelling, observing, questioning, demonstrating and reinforcing
- Using BGCA procedures, appropriately manage staff including dealing with any issues that may arise
- Participate in grievance resolutions amongst staff
- Meet with staff team at least once every week to discuss the program, build the team, etc
- Create monthly program calendars to be shared with staff and families
- Effectively and positively communicate with families through email, phone, and in person on a regular basis and respond to concerns in a timely manner
- Create, implement, and evaluate program plans
- Establish and carry out a daily activity schedule that incorporates child directed activity, care routines, and transition times
- Maintain program waitlists, distribute registration packages, and ensure orientation of new families to the program, the facility and staff
- With the support of the Childcare Coordinator, participate in the recruitment, hiring and evaluation of front-line program staff
- Ensure that there is an effective method for the daily sharing of service delivery information
- Assist the staff in arranging for substitutes, preparing plans, reporting, etc
- With the support of the Childcare Coordinator, review and update job descriptions as necessary

Health and Safety
- In cooperation with the Childcare Coordinator ensure facilities are clean and safe, that equipment is in good repair, and liaise with School District 61 custodians and facilities department
- Follow Licensing procedures for administering medications and maintaining health records
• Attend to children’s physical needs for toileting, diapering, eating, and sleeping as promptly as possible
• Establish and ensure that staff follow daily eating routines
• Ensure that staff are aware of any allergies, illnesses, or special conditions
• Report all accidents, injuries and illnesses to the Childcare Coordinator or delegate and record such incidents in the daily log book and inform Licensing as required.
• Become familiar with the Child Abuse Prevention Handbook for Service Providers, and report any suspicions or disclosures of child abuse to the Childcare Coordinator immediately
• Perform necessary housekeeping duties as required
• Ensure a consistent, authorized drop off and pick up system is in place and communicated to staff, parents and guardians, and school administration

Financial & Administrative
• Maintain records per licensing requirements and ensure they are accurate and complete
• Maintain confidentiality of all information related to the centre’s children, their parents or guardians, and staff and ensure it is stored securely
• Oversee program expenditures such as staffing, groceries and program supplies within a prescribed budget and provide information to the Childcare Coordinator regarding the budgetary needs of the program in a timely manner
• Ensure timesheets and expenses are submitted to the Childcare Coordinator in a timely manner
• Oversee all program expenditures and keep records and receipts for monthly reconciliation
• Using BGCA’s database, work with the Childcare Coordinator and Office Manager to ensure all parent and guardian fees are paid
• Under the direction of the Childcare Coordinator ensure parents and guardians are aware of all available subsidies and fee reduction initiatives
• Attend weekly Program Manager’s meetings
• Maintain regular attendance and punctuality
• Prepare month end reports

Program Culture
• Develop and maintain positive & effective relationships with the school administration and staff, community partners, government agencies, etc.
• Represent the program, and/or society, at official functions and local events, as needed.
• With the support of the Team Leader work to maintain a sense of connectedness for staff to the broader BGCA team (multiple sites)
• Ensure completion of annual professional development and encourage a learning environment for staff, attend conferences and workshops on appropriate topics and issues
• Play an active role in professional or child care organizations such as ROSCO.

REQUIRED SKILLS AND EXPERIENCE
• Ability to problem solve and prioritize tasks
• Previous management experience an asset
• Ability to follow instructions and willingness to assume and carry out assigned tasks and to be accountable for results and actions, including quality of work
• Ability to appreciate diversity, different opinions, lived experiences, backgrounds, and personality types
• Proven ability to be reliable and dependable including an excellent attendance record and punctuality.
• Ability to understand and apply current child development and child care philosophy
• Ability to lead and deliver childcare programs
• Demonstrated teamwork, strong, positive leadership and supervisory skills
• Ability to maintain a high degree of enthusiasm, imagination and personal motivation
• Understanding and ability to apply first aid and emergency response
• Excellent interpersonal skills and positive customer service skills
• Ability to maintain records
• Strong written and oral communication skills
• Ability to lift up to 25 kg

REQUIRED QUALIFICATIONS
• Diploma in Early Childhood Education
• Previous experience working with young children in a child care or early years setting
• Standard First Aid and CPR C
• Clean criminal record check
• Current and valid ECE certification
• Ability to provide required documentation in accordance with Community Care Facilities licensing requirements

HOURS OF WORK
35 hours per week, Monday to Friday between the hours of 7:30 am and 5:30pm

WAGE AND BENEFITS
$25/hour base rate with an additional $4/hour top up though the ECE Wage Enhancement (conditions apply)
BGCA offers extended health and dental benefits and an opportunity to opt into a matched RRSP after a successful three-month probation period. Vacation pay accrual starts at 4% (2 weeks) and increases with the length of employment.

REPORTS TO
Childcare Coordinator

DEADLINE TO APPLY
Open until filled

TO APPLY
Burnside Gorge Community Association
Attn: Hannah Holmes (they/them)
Email: hannah@burnsidegorge.ca
Fax: 250-388-5269
Mailing address: 471 Cecelia Road, Victoria, BC V8T 4T4

We thank all applicants for their time. Only shortlisted candidates will be contacted.