

Child Care Supervisor

Full-Time

Little George's Child Care Centre (the Centre), is operated by George Jeffrey Children's Centre, a not-for-profit organization. The Centre has served the community of Thunder Bay for over 35 years. We offer licensed full and part-time child care for children aged 18-months to 5-years and programming for school-aged children 6 to 12-years. We are currently seeking a talented and dedicated Early Childhood Educator to fill the role of **Child Care Supervisor**.

Job Summary

Reporting to the Chief Executive Officer, the Child Care Supervisor (the Supervisor) is responsible for the day-to-day operations of the Centre in accordance with Ministry of Education regulations and policies as set out by the agency. The Supervisor is responsible for ensuring a nurturing, play-based learning environment, working effectively with families and children, connecting with the child care community, mentoring and supervising staff, and administrative responsibilities related to the day-to-day operation of the Centre.

Key Responsibilities:

- Work closely with staff, parents and children to develop effective relationships.
- Act with professionalism and courtesy towards clients, the general public and team members.
- Commitment to the provision of high-quality programming for children and a supportive work environment for staff.
- Participate in and ensure all requirements for annual licensing are met.

Program Support:

- Remain up-to date on all revisions and modifications to the Ministry of Education and College of Early Childhood Educators regulations.
- Ongoing supervision and evaluation of programs through quality improvement activities and reports.

Management Support:

- Direct supervision of educators and other support staff; evaluate performance, provide mentorship, identify training needs
- Develop work schedules for staff to ensure requirements for child-teacher ratios are maintained.
- Assist in the recruitment and hiring process, including screening, interviewing and orientating successful candidates.
- Plan and lead regular staff meetings.
- Participate in labour-management meetings.
- Develop program policies and procedures in consultation with other members of George Jeffrey Children's Centre leadership team.

Administration & Operational Support:

- Develop and maintain children's records, including enrollment and daily attendance.
- Preserve, maintain and respect privacy and confidentiality of client and staff information.
- Participate in budgeting process.
- Foster a safe workplace culture; adhere to health and safety policies and legislation.

Physical Demands:

- Ability to sit, stand and walk for long periods of time.
- Ability to lift and move children or items weighing up to 50 lbs without assistance.
- Ability to work in all types of positions requiring bending and kneeling.

Education and Experience:

- Be a Registered Early Childhood Educator (RECE) and member in good standing with the College of Early Childhood Educators and have minimum two (2)-years' experience providing licensed child care; or,
- In the opinion of a director, is capable of planning and directing the program of a child care centre, being in charge of children and overseeing staff
- Has knowledge and experience of licensing compliance requirements under the Ministry of Education
- Is familiar with How Does Learning Happen
- Experience working in a unionized environment is considered an asset.
- Have up-to-date immunizations and current TB test
- Certified in Standard First Aid with Level C CPR
- Hold a valid Class G Driver's Licence and has reliable transportation

Required Skills and Abilities:

- Excellent communication, interpersonal and organizational skills.
- Strong supervisory and leadership skills to anticipate, plan and react to changes in the community child care environment.
- Is an effective motivator and team-player
- Proficient with Microsoft Office programs and adept at learning new software
- Good working knowledge of applicable legislation, including the Child Care & Early Years Act and Occupational Health & Safety Act.
- Has a strong theoretical background in the practice of early childhood education.
- Ability to work in and contribute positively to a team-based working environment.
- Creativity and enthusiasm for working with children and continuous development of the Child Care Centre.

We are looking for candidates who are passionate about creating a safe and inclusive environment for children, and who have a desire to build their career in a supportive and respectful work environment. Little George's Child Care Centre offers a comprehensive benefits package including extended health benefits, retirement investment, and paid time-off. While we appreciate all expressions of interest, only those candidates selected for an interview will be contacted. Candidates are invited to submit a resume with covering letter by **May 13, 2024** to the email address below.



Human Resources
George Jeffrey Children's Centre
200 Brock Street East
Thunder Bay, ON, P7E 0A2

Email: hr@georgejeffrey.com

While we appreciate all expressions of interest, only those candidates chosen for an interview will be contacted. George Jeffrey Children's Centre follows the principles of dignity, independence, integration and equal opportunity. If you have accessibility or other requirements that need to be considered during the recruitment process, please let us know.