

Assistant Supervisor, Child Care Program

Full-Time, 35-hours/week, \$29.83 - \$33.26/hour

Little George's Child Care Centre (LGCC) is a not-for-profit organization operated by George Jeffrey Children's Centre. LGCC has served the community of Thunder Bay for 40 years, offering 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 creative and engaging **Assistant Supervisor** to help support our LGCC community!

Job Summary

Reporting to the Child Care Supervisor, the Assistant Supervisor is responsible for oversight of the daily operations and administrative responsibilities of LGCC. The Assistant Supervisor collaborates to ensure the delivery of high-quality programming in compliance with LGCC's Program Statement, policies and procedures, and the *Child Care and Early Years Act*.

Key Responsibilities:

- Facilitate a collaborative working environment through teamwork, respectful communication, and creative practices.
- Incorporate inclusive practices for children with diverse needs.
- Foster a culture of health and safety for all members of the LGCC community.
- Assist in ensuring compliance with legislation, licensing requirements, and LGCC policies.
- Monitor staff-to-child ratios and ensure compliance with supervision quotas.
- Maintain accurate and up-to-date documentation and records, with a readiness for licensing inspections.
- Support the success of staff and students by providing real-time feedback for skill development.
- Support onboarding and orientation of new hires and students.
- Build positive relationships with families and caregivers by responding to inquiries and sharing information about LGCC programs and activities.
- When required, assist the Supervisor with scheduling, recruitment, community liaison, performance improvement, and the coordination of professional development and training opportunities.

To be considered for this position, candidates should meet the following criteria:

- Be a Registered Early Childhood Educator (RECE) and member in good standing with the College of Early Childhood Educators, or equivalent qualifications as approved by a director.
- Have a minimum three (3)-years' related experience with at least two (2)-years' experience in a licensed child care setting.
- Have strong knowledge of the Child Care and Early Years Act, Ontario Child Care Licensing Standards, and the Occupational Health and Safety Act.
- Demonstrated leadership and supervisory skills.
- Excellent interpersonal skills and the ability to work as a collaborative team-member.
- Ability to work in a dynamic environment that involves exercising sound judgement and prompt and appropriate intervention.
- Certified in Standard First Aid with Level C CPR.
- Hold a valid Class G Driver's Licence and has reliable transportation.
- Additional education/certification in the field of early childhood, developmental disabilities, Autism, etc. are considered assets.
- Experience working in a unionized environment is considered an asset.
- Bilingualism is considered an asset.

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.

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 **August 23, 2026** 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.