

EXTERNAL POSTING



Position Title: Centre Supervisor

Dated Posted: May 9 2008

Job #: T30 -08

Position Type: Regular Full Time

Job Region: Toronto Region

Application Deadline: May 23, 2008

Family Day Care Services ~ ... Celebrating more than 150 years of excellence in caring for children! Family Day Care Services in partnership with families and communities is committed to leadership in developing and providing exemplary quality child care in an early learning environment to promote healthy child development.

Position Profile – Centre Supervisor

Reporting to the Program Manager, the Supervisor is accountable to foster a positive work and early learning environment and for the day-to-day operations of the school age and resource program. This position has the overall responsibility to manage all centre enrolment, staffing and volunteers, employee relations, parent relations, Health & Safety, financial accountability and electronic data management, while ensuring compliance with the Day Nurseries Act (DNA), municipal guidelines and the policies and procedures of Family Day.

Responsibilities:

- Provide leadership in the development and execution of culturally competent, inclusive and developmentally appropriate programming
- Ensure a child/family early learning environment that is respectful of children and families strengths and needs
- Implement a philosophy of early learning and care aligned to the organizations philosophy and strategic priorities
- Manage enrolment, conduct family interviews and orientation to the centre, data collection, the preparation of monthly parent billing and meets annual service targets
- Ensure that program delivery meets all provincial legislation, municipal and regional regulations and guidelines
- Provide program support to staff and ensure age appropriate programs are monitored and evaluated to meet the needs of the children and families
- Provide and/or facilitates parenting programs to meet the needs of the community
- Conduct staff meetings regularly and individual staff meetings on a monthly basis
- Manage within the Ontario's Occupational Health and Safety standards
- Liaise with United Way, Thorncliffe Neighborhood Office and other existing partnerships.
- Manage and establish linkages with new partners in the community to strengthen and maximize partnership opportunities for children and families
- Manage required statistics, gathering and documentation for resource program.
- Prepare, examine and interpret financial statements and perform routine payments, and deposits
- Perform other duties as required

Qualifications and Requirements:

- E.C.E. Diploma or equivalent as recognized by the AECEO
- E.C.E. Degree will be an asset
- Minimum of 5 years supervisory and/or designate experience an asset
- Minimum of 5 years of child care experience
- Family support education and/or experience an asset
- Well-developed skills in areas such as leadership, communication, organization, assessment, teamwork, confidentiality, commitment and accountability, initiative and creativity
- Knowledge of best practices in the Early Learning development field
- Social and multicultural sensitivity and
- Strong and effective relationship builder
- Ability to work independently and in a team environment
- Proficient in Microsoft Office
- Demonstrates the ability to network with community agencies and partners
- Medical required – including TB 6 months current to hiring date
- Criminal Reference Check 90 days current to hiring date and Current First Aid and CPR

Opportunity

This is a permanent, full time role as a Centre Supervisor in Toronto Region with Family Day Care Services. Family Day Care Services provides an excellent work environment and benefits package, with career ladders and training opportunities.

Diversity

As an equal opportunity employer our staff represents many diverse backgrounds. We are committed, respectful and inclusive bringing awareness, passion and new ideas that contribute to quality child care.

Please fax or e-mail your cover letter and résumé quoting position title and number by **May 23, 2008** to:

Human Resources - Family Day Care Services

Fax: 416-922-9614

E-mail: humanresources@familydaycare.com

We thank all applicants for applying but only those under further consideration will be contacted.