

Mayne Island Daycare

JOB POSTING – Manager

Are you looking to be a part of an exciting new childcare initiative in a welcoming coastal community?

The adventure: The Mayne Island Early Childhood Society is developing a brand-new resource to serve the needs of local families. In partnership with School District 64, a three-day a week licensed daycare will open in the Fall 2018. This will be the first and only resource of its kind in our community, and we need experienced, fresh-thinking and creative minds to be part of it!

The opportunity: We are seeking a daycare manager to work with our early childhood educator in planning and implementing a full range of age and developmentally appropriate activities that are inclusive and stimulating for all children.

The setting: Mayne Island is a small island off the Southwest coast of British Columbia with a population of approximately 1000 full time residents. Full of natural beauty and easily accessible to Victoria and Vancouver by BC ferries, Mayne Island is a vibrant community boasting festivals, world class artists, local farming and a multitude of community gatherings. The island is a true paradise.

Title: Daycare Manager

Type of Child Care: Multi-Age Licensed Care

Reports to: Mayne Island Early Childhood Society

Location: 535 Fernhill Road, Mayne Island, BC, V0N 2J2, within the Mayne Island School

Qualifications:

- Demonstrated organization, time and general management skills
- Excellent written and verbal communication skills
- Administration, record keeping and document management skills
- Proven ability to work closely with other team members
- Superior interpersonal skills; high degree of initiative and dedication; commitment to high quality programming for children and a supportive work environment for staff
- Friendly and approachable personality, team player, reliable and dependable
- Ability to work independently and show initiative
- Experience in inclusive child care settings working with children, families and other professionals an asset
- Supervisory experience an asset
- Valid First Aid and CPR certification
- Satisfactory Criminal Record Check will be required upon hiring
- FoodSafe certificate, Early Childhood Educator or ECE-Assistant License are assets but not mandatory

Key Responsibilities:

- Ensure that the child care programs meet all legal requirements
- Provide the board of directors with adequate information and support to make informed decisions
- Ensure that the operational policies established by the board of directors and Mayne Island School are implemented for the organization and its child care programs
- Ensure that the curriculum meets policies established by the board of directors
- Ensure ongoing coaching and supervision of child care staff and other employees and volunteers in the child care program
- Ensure that the financial administration tasks are managed
- Promote the organization and its child care services in the community
- Liaise with school principal on various components of the program and school initiatives and events
- Fulfill other duties as required

Employment Terms: Part-Time / Permanent

Position Start Date: June 2018

Hours of Work: Approximately 12-15 hrs/week from June – September, reduced to approximately 6 hours/week beginning in October; hours subject to change

Wage: \$20/hour to start

Application Closing Date: April 30, 2018

Email resume and cover letter to maynedaycare@gmail.com by April 30, 2018