



Program Supervisor Glebe Child Care Centres

Permanent · Full-Time · Non-Unionized

Andrew Fleck Children's Services is looking to hire a Program Supervisor. In this role you will plan, direct and oversee the Glebe Child Care Centre, one of our large-scale child care centres. As Program Supervisor, you will be accountable for the high-quality early learning and care of children, parent relations, enrolment, staff hiring, staff development, performance reviews, and overall supervision of the daily operations of the large centre. The Supervisor fosters a positive work and early learning environment and provides leadership support to smaller scale child care centres.

Available from: November 4th, 2024
Salary: \$36.61 to \$42.46 per hour; \$ 66,630.20 to \$ 77,277.20 annually
Hours: 35 hours per week
Location: Glebe Child Care Centre; 10 Fifth Ave
Closing date: October 17th, 2024
Apply: E-mail: hrrecruiting@afchildrensservices.ca

About the Glebe Child Care Centre...

This position will be responsible for the main Fifth Avenue Glebe Daycare center program for children from 6 weeks to 4 years of age; the preschool and extended day programs at First Avenue and Hopewell Schools; and the extended day program at Mutchmor Public School. Two Assistant PCs will also support the leadership of the Glebe Day Care programs and report to the Program Supervisor. Our Early Childhood Educators plan the environment to guide the children's learning, enhance their knowledge and meet their individual development needs. We provide a supportive environment that encourages positive social interactions and an understanding of each child's uniqueness.

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Supervise and coach educators, students and support staff and work with Assistant Program Coordinator to coach, mentor and develop staff
- ✓ Coordinate administrative and group leadership special projects with smaller sized AFCS childcare centre leaders
- ✓ Assist with the training and support of Program Coordinators, as assigned by the Program Director
- ✓ Provide leadership and assist centre staff in planning and implementing daily program of activities to ensure innovative, high quality, developmentally appropriate and culturally diverse, inclusive programs
- ✓ Develop systems and training programs to ensure compliance with all CCEYA staffing requirements
- ✓ Monitor and support employee performance development of all centre staff
- ✓ Oversee building maintenance, renovations, health and safety of the centre and ensure implementation of standards set by CCEYA
- ✓ Ensure positive communication with families through regular verbal and written contact
- ✓ Oversee centre enrolment, family interviews and orientation to the centre
- ✓ Manage and establish linkages with partners in the community to strengthen and maximize partnership opportunities for children and families

To qualify for this role you have...

- ✓ Early Childhood Education diploma or degree from a recognized college or university or other equivalent educational qualifications
- ✓ RECE in good standing with the CECE
- ✓ 5 years of supervisory experience
- ✓ Clear Police Records check (Vulnerable sector) completed in last 6 months
- ✓ Current Standard First Aid and CPR certification
- ✓ Demonstrated strong pedagogical and child development knowledge
- ✓ Minimum of 5 years of experience working with children in a group setting
- ✓ Proficiency with Microsoft Office and other AFCS used technologies
- ✓ Proven ability to work closely with other team members
- ✓ Sensitivity and respect for individual and cultural differences
- ✓ Commitment to social inclusion
- ✓ Valid driver's license and car to travel as required
- ✓ Thorough knowledge of CCEYA
- ✓ Forest & Nature certification (an asset)

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

APPLY TODAY!