

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2023-223**

<b>POSITION TITLE:</b> Childcare Manager - Winchester	
<b>DEPARTMENT:</b> Childcare	<b>STATUS:</b> Regular Full-time, non-bargaining unit
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> n/a
<b>REPORT TO:</b> Senior Manager, Childcare	<b>HOURLY RATE:</b> Commensurate with experience
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** The Manager Child Care (Manager) reports to the Senior Manager Child Care (Senior Manager). The incumbent works as part of a team of Early Childhood Educators (ECEs) to create a safe, caring, and educational place for children at one child care site. Some Child Care Centres are located inside Toronto District School Board Schools (TDSB and TCDSB) while others are stand-alone locations across the city. The Manager ensures day to day operational excellence at the child care site and will provide quality care for children by planning, implementing, and administering age appropriate programs. They will perform administrative tasks required to support the smooth operation of the child care program.

The Manager Child Care will provide direct and indirect support to team members to help empower and support them in implementing a responsive, accepting, and developmentally appropriate program for the children and families who belong to the child care centre. The Manager is expected to lead by example while providing support and training at the child care centre. There are multiple child care centres at The Neighbourhood Group Community Services (TNGCS), and each Manager is stationed at one location however, they may provide coverage at other sites from time to time. It is expected that the Manager provide exceptional customer service experience to families as they represent TNGCS in a public-facing role.

### MAJOR DUTIES:

- Lead the child care programs and ensure the smooth day to day operations of the child care centre.
- Collaborate with staff on the duties and responsibilities related to the centre. Assign tasks to the coordinators or senior teachers and ensure they are prepared to step in to provide coverage in the absence of the Manager.
- Responsible for ensuring that the assigned child care centre site(s) deliver high-quality services in accordance with the Child Care & Early Years Act (CCEYA), Early Learning for Every Child Today (ELECT), Early Learning and Care assessment for Quality Improvement, How Does Learning Happen (HDLH), and TNGCS policies and procedures.
- Ensure all new parents and children are orientated into the centre upon enrollment.
- Create a sense of inclusivity, community and belonging within the centre. Plan and organize special events at the centre for staff, children, and families. Work closely with the Senior Manager and Director.
- Recruit, orient, train, supervise, coach guide, and evaluate staff.
- Hold regular staff meetings to ensure open communication channels display a positive, supportive attitude to all staff members.
- Ensure good communication with Parents. Hold Parent/Staff meetings to provide opportunities to evaluate daycare centre programs and gain valuable input.
- Assist the Senior Manager and / or Director to ensure good communication with Toronto District School Board

### REQUIREMENTS & QUALIFICATIONS:

- Registered Early Childhood Educator (RECE) and must be a member in good standing with the Ontario College of ECE.
- Current Standard First Aid and Infant Child CPR-C level.
- Food handling certification.
- Early Childhood Educator Manager's certificate required
- Minimum 3 years management experience in a licensed child care centre. Experience working in a unionized environment is an asset.
- Demonstrated knowledge of Licensing and Accreditation Regulations including but not limited to the Child care Modernization Act, ELECT and ELCAQI.
- Work experience with children and relevant knowledge of programming and curriculum.
- Experience budget planning, monitoring and record keeping is an asset.

**To apply, submit your resume with "TNG2023- 223" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**