

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# TNG2025-103

POSITION TITLE: Manager-Child Care, Downsview	
DEPARTMENT: Childcare	STATUS: Regular Full-time, non-bargaining unit
# HRS / WEEK: 35 (Split Shift, will be in program 60%)	CONTRACT DATES: n/a
REPORTS TO: Senior Manager- Child Care	SALARY RANGE: \$67,520- \$ 75,960
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: The Manager- Child Care is responsible for the effective administration and operation of the Child Care Centre in accordance with the Childcare Modernization Act and its regulations, the Early Learning Care and Quality Improvement tool for the City of Toronto, and the regulations and procedures of other relevant legislative bodies and The Neighbourhood Group. This role ensures clear communication between management and direct service staff and adherence to agency HR, administration and financial policies and procedures. Scheduled hours of work will not exceed 35 per week and may include evenings and Saturdays. This position reports to the Senior Manager, Child Care.

MAJOR DUTIES:

- Ensures the safety, health and wellbeing of the children in the Centre.
- Supervise all staff (including FT/PT, temporary, seasonal, relief) and students, including evaluation of staff performance. Holds supervision meetings, room and staff team meetings to ensure flow of communication and adequate staff management. Adheres to collective agreement as it pertains to staff.
- Provides quality Child Care programs to meet the physical, social/emotional and cognitive needs of 70+ children (Kindergarten to School Age). Ensures an age-appropriate curriculum for each group to meet individual developmental needs is planned, implemented and posted.
- Arranges schedules and staffing to ensure Child Care ratios consistently meet the current Ministry requirements.
- Facilitates development and implementation of policies and procedures to meet staff and children's needs.
- Recognizes documents and takes action in the case of suspected child abuse, illness or accident. Completes serious occurrence reports as required.
- Assists in goal setting and program evaluations with the Child Care staff in accordance with the collective agreement.
- Maintains open communication with parents regarding admissions, withdrawals, subsidy, their child's progress, etc. and encourages parental involvement in the centre through parent engagement activities, parent/staff meetings, fundraising, advocacy and social activities.
- Ensures the collection and documentation of parent fees; and completion of monthly statement for the Finance Department.
- Monitors, evaluates and acts to ensure enrollment is at capacity and maintains communication with Toronto Children's Services regarding subsidies, waiting lists and statistics.
- Maintains manual and electronic records management including children and staff data, children's reports, attendance records, time sheets, fees, petty cash, waiting lists, fire drills, and any other assigned tasks.
- Assists in the preparation of the Child Care budget with the management team and monitors budget expenditures to keep within guidelines.

REQUIREMENTS & QUALIFICATIONS:

- Early Childhood Education diploma/degree and a minimum of 2 years management experience in a Child Care setting
- Registered member of the College of ECE in good standing
- Valid CPR and First Aid Certificate
- Child Care Management Certificate or equivalent an asset
- Demonstrated knowledge of the Childcare Modernization Act, ELECT and ELCAQI
- Proficient with MS Office, Outlook, online search and business tools, and database administration for children's records and fees
- Excellent written and oral communication skills, and interpersonal skills
- Ability to work professionally with team members
- Experience working in a unionized environment is an asset
- Extensive knowledge of child development theory and effective individual and group programming in a Child Care setting
- General knowledge of legislation in the area of Child Care, human rights, health and safety, employment standards
- Experience budget planning, monitoring and record keeping is an asset

To apply, submit your resume with "TNG2025-103" in the subject line of your email to: careers@tngcs.org