



Prince George Native Friendship Centre

Our people make a difference in the community!

JOB DESCRIPTION

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| Job Title: | Daycare Operations Manager |
| Program: | Early Childhood Services |
| Reporting to: | Director of Early Childhood Services |

The primary role of the **Daycare Operations Manager** is to work directly with all matters pertaining to PGNFC licensed Childcare Programs. The **Daycare Operations Manager** will work closely with the Director of Early Childhood Services and Program Coordinators, and must have strong interpersonal and organizational skills. This individual must also possess a strong knowledge of Provincial Childcare Licensing Standards.

SCOPE OF POSITION

The Daycare Operations Manager will:

- Possess current ECE license to practice or related education and/or experience;
- Ensure that the work of the PGNFC licensed Childcare Programs is carried out expeditiously and consistently as per the vision, goals, mandate, objectives and policies of the PGNFC;
- Has a clear understanding of best practices relating to the Licensed Childcare Programs;
- Obtain clear criminal record check before starting in the position;
- Obtain medical clearance;
- Keep current of all health and/or social issues, trends, research and practice impacting the Licensed Childcare Programs;
- Oversee and maintain program(s) through proactive planning, quality supervision and staff support;
- Ensure effective communication and share important information and/or concerns of the PGNFC licensed Childcare Programs in a timely manner with the Director of Family Wellness Programs and staff as appropriate;
- Be responsible, under the direction of the Director of Family Wellness Programs, for contract supervision, identifying ongoing funding opportunities and developing new initiatives;
- Work with other community professionals to ensure optimal outcomes for children and families; and
- Create and maintain good public relations.

SPECIFIC DUTIES (Include the following, however, other duties may be assigned as required)

Program Planning and Development:

- Ensures and facilitates the smooth functioning of all aspects of the child care centre in order to best serve children and families;
- Develop an annual work plan with time lines and submit to Director of Early Childhood Services;
- Coordinate and implement work plan to meet PGNFC policies and procedures, program objectives and contract deliverables;
- Report to and work in cooperation with the Director of Early Childhood Services and Early Services Program Coordinators;
- Provide guidance and support to staff on Policy and Procedure development;
- Oversee contract reporting for Programs (CCOF, CRSP);
- Participate in planning of Professional Development;

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- Assist in the preparation and submission of proposals, including the collection of statistics and documents as requested for funding;
- Assist with Program evaluations – Staff and Parents;
- Work with programs with all aspects of Licensing; and
- Manage PGNFC assets within his/her program area, including capital assets, computers, vans, building, etc.

Supervision:

- Human resources management including hiring, orientation and management of all licensed childcare employees as per the policies and processes of the PGNFC; and
- Staff scheduling, training and support including the day to day supervision.

Public Relations:

- Develop and maintain respectful and positive relationships with staff and community;
- Promote and support PGNFC programming and special events; and
- Attend relevant committee meetings and community events.

Other Duties:

- Participate in outside training and/or in-service, as approved by direct supervisor;
- Attend all appropriate PGNFC meetings, including staff meetings upon invitation;
- Provide support and coverage to Director of Early Childhood Services and Program Coordinators as required;
- Participate in other PGNFC activities as appropriate; and
- Other duties, as required.

The ideal candidate must possess the following qualifications:

- Post-Secondary diploma/certificate in Early Childhood Education;
- Minimum 5 years Daycare Management Experience;
- Considerable knowledge of BC Childcare Licensing;
- Strong knowledge of the landscape of Childcare in BC;
- Current First Aid Certification;
- Excellent organizational skills, prioritization skills, demonstrated ability to work well under pressure, high level of accuracy and attention to detail;
- Excellent verbal and written communication skills;
- Flexible and adaptable to the changing needs of this position;
- Ability to work effectively both independently and as a member of a multi-disciplinary team;
- Develop and maintain respectful, positive, and supportive relationships with co-workers;
- Promote and support PGNFC programming and special events;
- Ability to work with Aboriginal individuals, groups and/or community through a cultural and trauma informed lens;
- Proficient in Microsoft Office Suite;
- Possess a minimum of Class 5 Driver's License; and
- Undergo a Criminal Record Check.

Revised January 31, 2019 by MD.