

## Employment Opportunity

<b>Position Title:</b> Manager of Child Care Services	<b>Position Number:</b> 2022- 20
<b>Department:</b> Licensed Child Care Services <b>Location:</b> 9860 Third Street, Sidney BC	<b>Days/Hours of Work:</b> Mon-Fri – 8:30-4:30
<b>Compensation:</b> Commensurate with Qualification & Experience	<b>Status:</b> Regular, Full Time <b>Union:</b> Non-Union

### ABOUT BEACON:

Beacon Community Services is a well-established local charity operating in the Greater Victoria area for over 45 years. We are an award –winning and accredited organization that helps people and improves lives through a range of community programs and services than span every phase of people’s lives. We serve Southern Vancouver Island and the outer Gulf Islands with a team around 200 staff and 600 volunteers. We offer a competitive salary, comprehensive benefits package, and a rewarding, stimulating work environment.

### POSITION SUMMARY:

Reporting to the Director, Child-Youth-Family Programs & Counselling Services, the Manager of Child Care Services is responsible for day-to-day operations of all child care sites and establishes and sustains a positive learning environment for children. This position oversees the coordination of education programs that comply with all regulations, ensure that the facilities are maintained, and manage and support the day care staff base. Additionally this position is key with identifying, establishing and implementing any new child care site operations.

### PRIMARY DUTIES AND RESPONSIBILITIES:

- Oversee day-to-day child care services programs including the maintenance of established staff-to-child ratio agreements, standards of practice, hygiene practices, space and programming practices, and nutrition requirements
- Build strong partnerships with school districts, families, community service providers and Indigenous communities to ensure effective operations and stakeholder needs are met
- Promote and maintain a safe, positive, inclusive, respectful, stimulating and engaging environment for children in all sites
- Establish programs and practices that are sensitive and respectful to the needs of each child, their abilities and their experiences to date in life
- Establish and manage processes and systems for licensing, registrations, staff scheduling parent communications and reporting at all sites
- Orient, train, supervise and mentor staff ensuring they meet all program expectations, policies and legal requirements
- Ensure all staff stay current with their professional requirements
- Evaluate and purchase materials, equipment and supplies required for daycare operations
- Develop, manage and oversee the day care operating budget and ensure that operations are financially sustainable
- Complete ongoing training and courses to remain up to date on daycare standards and procedures
- Respond to changing needs of families and community

### QUALIFICATIONS:

- Bachelor’s or Associate’s Degree in a related profession
- Certificate in Early Childhood Education (Infant Toddler License will be a great asset) and has a BC License to operate
- Minimum 5 years of ECE teaching experience

- Valid First Aid certificate, as outlined by Child Care Regulations and is kept current
- Valid Food Safe certificate (to be renewed every 3 years)
- WHMIS certification
- Maintains professional development as outlined by the BC license to practice
- Able to drive and has a valid BC Driver's License

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Familiar with current BC Licensing Regulations
- Excellent communication (written & verbal) and interpersonal skills
- Strong leadership and management skills
- Excellent planning, problem-solving, and organizational skills
- Ability to recruit and mentor staff
- Ability to lead and operate in an inclusive nature
- Knowledge of local Indigenous culture is an asset
- Works in a collaborative manner
- Ability to maintain professionalism at all times
- Excellent computer skills in the Microsoft Office 365 suite of software, including Outlook, Word, Excel, PowerPoint, and MS Teams

#### **ADDITIONAL INFORMATION:**

Beacon Community Services serves vulnerable populations including seniors, people with disabilities and children. Protecting these people and our teams on whom they rely is critical to us. Accordingly:

- All successful applicants must consent to a Solicitor General's Criminal Record Check.
  - All successful applicants must present proof of COVID-19 vaccination as a condition of hire and ongoing employment. Should you have an official vaccination exemption, kindly advise us during your job application process, so we may discuss possible accommodation options.
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#### **APPLICATIONS:**

All interested applicants can [Apply Now!](#) quoting the position number **2022-20**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.

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