



EMPLOYMENT OPPORTUNITY

CHILDCARE CENTRE SUPERVISOR

The Maamwe Kendaasing Childcare Centre in Whitefish River First Nation is seeking a Childcare Centre Supervisor. The full time position will assume responsibility for the day to day operation of the Childcare Centre. The Supervisor is responsible for program planning, working effectively with staff, working with representatives from the Ministry of Education, families and children, connecting with the community, and administrative responsibilities related to the day to day operation of the Child Care Centre. The Supervisor is responsible for providing the leadership in keeping with the philosophy of the Early Learning Framework in Ontario.

KEY DUTIES & RESPONSIBILITIES:

ADMINISTRATION:

1. Assist the Education Manager with the development and monitoring of the Child Care Centre's budget;
2. Prepare purchase orders forms ensuring that appropriate procedures and approvals are followed;
3. Maintain Ministry's requirements and provincial standards;
4. Maintain a safe and healthy environment for children and to create a relaxing and welcoming atmosphere for those that visit the Childcare Centre;
5. Regularly contact, and act as a resource for parents and caregivers; and
6. Encourage parental involvement in the Childcare Centre.

PROGRAM DEVELOPMENT, PLANNING AND IMPLEMENTATION:

1. Plan and implement a program that reflects the philosophy of the Day Care;
2. Coordinate the programming with educators and assure it is according to the Ministry's regulations and standards; and
3. Ensure that pertinent records and information are kept on all children in the program.

STAFF SUPERVISION:

1. Manage educator's resources effectively to ensure that they work as members of a team, have input into planning and have opportunities for improving their professional skills;
2. Provide coverage for absent educators when required;
3. Conduct staff meetings once a month;
4. Provide support and direction to educators regarding child development;
5. Provide feedback and input to the Educators for annual appraisals and all other Centre employees;
6. Assist the HR Coordinator and Education Manager with the hiring process and to make recommendations on staffing to the Band Manager.

QUALIFICATIONS:

1. Registered Early Childhood Educator with Formal training in Early Childhood Development – Level III Qualification is required;
2. At least 2 years’ experience as Supervisor in a Child Care Centre;
3. 1-3 years’ experience in the child care profession;
4. Successful candidate must provide a current Vulnerable Sector Screening Check;
5. Speak and understand Ojibway language or a willingness to learn;
6. Infant/Child First Aid Certificate;
7. Excellent communication, presentation, and interpersonal skills;
8. Must have advanced computer skills: Microsoft Word, Excel, PowerPoint, Publisher, Access, Outlook, Internet, and Adobe Acrobat Pro Excellent organizational skills and initiative; and
9. Valid Driver’s License and own reliable vehicle;
10. Creative problem solving skills.

SALARY: \$42,000 - \$48,000 (depending on qualifications and experience)



Interested applicants must forward a cover letter, resume, copies of relevant diplomas or certificates, and three (3) current letters of references no later than May 15, 2019 by 12:00 p.m. to:

**Andrea McGregor, Human Resources Coordinator
Whitefish River First Nation
17 A Rainbow Ridge Road, P.O. Box 188,
Birch Island, ON PoP 1A0
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****Successful candidates must submit an original/current copy of their Police Vulnerable Sector Screening Check prior to commencement of employment.**

We thank all who apply, however only those applicants selected for an interview will be contacted.