



EMPLOYMENT OPPORTUNITY

Childcare Centre Supervisor

Salary: Based on WRFN Salary Grid



The Maamwe Kendaasing Early Learning and Innovation in Whitefish River First Nation is seeking a Childcare Centre Supervisor. This 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 Childcare Centre. The Supervisor is responsible for providing the leadership in keeping with the philosophy of the Early Learning Framework in Ontario.

RESPONSIBILITIES:

- Assist the Education Manager with the development and monitoring of the Childcare Centre budget.
- Prepare purchase order forms ensuring that appropriate procedure and approvals are followed.
- Maintain Ministry's requirements and provincial standards.
- Maintain a safe and healthy environment for children and the create and relaxing and welcoming atmosphere to those who visit the Childcare Centre.
- Regularly contact, and act as a resource for parents and caregivers.
- Encourage parental involvement in the Childcare Centre.
- Plan and implement a program that reflects the philosophy of the Centre.
- Coordinate the programming with educators and assure it is according to the Ministry's regulations and standards.
- Ensure that pertinent records and information are kept on all children in the program.
- Manage Educator's resources effectively to ensure that they work as member of the team, have input into planning and have opportunities for improving their professional skills.
- Provide coverage for absent Educators when required.
- Conduct staff meetings once a month.
- Provide support and directions to Educators regarding child development.
- Provide feedback and input to Educators for annual appraisals and all other Centre employees.
- Assist the HR Manager and Education Manager with the hiring process and make recommendation on staffing to the Band Manager.

QUALIFICATIONS:

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

Applications will be accepted via email, fax, and mail to the attention:

Send applications to:

Confidential: Human Resources

Whitefish River First Nation, 17A Rainbow Ridge Road, P.O. Box 188, Birch Island, Ontario P0P 1A0

Email: applications@whitefishriver.ca Fax (705) 285 4532

Applications must be submitted by **August 13, 2021** at 4:00 pm and must include the following:
Cover letter, current resume, and 3 written references.

We thank all applicants, however only those selected for an interview will be contacted via phone or e-mail for an interview.