

*Whitefish River*

*First Nation*



*Maamwe Kendaasing  
Childcare Centre  
provides nurturing,  
stimulating, and  
developmentally  
appropriate education  
to the children who  
attend it. The  
Anishinabek Culture  
and the Language are  
vital to program  
planning.*

## **CHILDCARE SUPERVISOR EMPLOYMENT OPPORTUNITY**

**Term: Full time (35 hours per week)**

Starting Salary: \$57,208 + Group Benefits and Pension  
(Subject to education and/or experience or a combination of both)

The Childcare Supervisor oversees the program planning, working effectively with families and children, connecting with the community, and assuming administrative responsibilities related to day to day operations of the centre. The Supervisor is responsible for program planning, effective staff collaboration, working with representatives from the Ministry of Education, families, and children, connecting with the community, and handling administrative responsibilities related to the day-to-day operations of the Childcare Centre. The supervisor is responsible for providing leadership in keeping with the philosophy of the Early Learning Framework in Ontario and the Anishinabek of Whitefish River First Nation.

### **RESPONSIBILITIES:**

#### **Supervision**

- Responsible for appointing a designated Supervisor when absent and informing staff accordingly.
- Follow all Whitefish River First Nation policies and procedures and ensure compliance from all employees within the Childcare centre.
- Assist with developing the strategic plan, mission statement, and guiding principles of Maamwe Kendaasing Child Care Centre.

#### **Operations**

- Maintain day-to-day licensing standards.
- Complete registrations; Set up and maintain children's files.
- Establish a waiting list based on the policies.
- Participate in planning and annual program review.
- Organize space, equipment, and materials prior to each fiscal year and/or special activities and events.
- Encourage Early Childhood Assistants to contribute to curriculum planning.
- Prepare monthly plan charts and/or schedules.

#### **Human Resources**

- At times, assist the HR and Education Manager with the hiring process.
- Ensure staff schedules are posted in a timely manner.
- Plan and carry out annual staff development.

#### **Communications**

- Provide updates to the Education Manager monthly.

- Effectively manage educators' resources to ensure that they work as team members, have input into planning, and have opportunities for improving their professional development.

### Financial

- Ensure the Whitefish River First Nation financial policies are followed and adhered to.
- Monitor yearly budget by continuously verifying monthly expenditures per the General Ledger.
- Secure approval for purchases outside the budget and approval limit parameters.
- Develop, monitor, and maintain the annual operating budget based on policies, procedures, and guidelines.

### Health & Safety

- Ensure that all responsibilities under the OHAS Act are always adhered to.
- Comply with WHMIS legislation at all times.

\*For a complete Job Description, please email: [hrmanager@whitefishriver.ca](mailto:hrmanager@whitefishriver.ca)

### QUALIFICATIONS:

- Early Childhood Education Diploma or degree.
- Strong supervisor skills with at least two (2) years related work experience.
- Must possess extensive experience with administrative duties and reporting.
- Registered College of Early Childhood Education members must be in good standing.
- Current First Aid & CPR Certificate.
- Knowledge of CCEYA, ELECT, "How Does Learning Happen?", and Childcare Licensing Manual.
- Basic accounting knowledge would be an asset.

### SKILLS:

- Knowledge of office procedures.
- Budget development and financial and organization management are essential assets.
- Computer knowledge, including Excel, Word, CCLS, and the Children's Services website.
- Proven leadership, conflict resolution, and motivational skills.
- Ability to work collaboratively and independently.
- Ability to manage and prioritize time and work in a high-traffic environment with distractions and interruptions.
- Ability to demonstrate accuracy and attention to detail.
- Ability to communicate effectively with internal and external agencies.
- Excellent interpersonal skills.
- Good understanding of the protection of privacy and confidential information.
- Cultural sensitivity and the ability to work with all community members.
- Ability to understand and follow written guidelines, policies and procedures.

\*Must provide an up-to-date Police Vulnerable Sector Screening Check upon hire.

**Applications must be submitted by noon on September 27<sup>th</sup>, 2024.**

Interested applicants must submit a current resume, cover letter, two (2) work-related references, one (1) character reference (with contact information) and applicable education diplomas/certifications to:

### **CONFIDENTIAL: CHILDCARE SUPERVISOR**

Whitefish River First Nation

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email: [jobapplications@whitefishriver.ca](mailto:jobapplications@whitefishriver.ca) Fax: (705)285-4532

*Miigwetch to all who apply; however, only those applicants selected for an interview will be contacted.*