



Permanent
Full-time @
35
hours/week

Benefits:

- Paid vacation
- Paid Sick Leave
- Group Health & Dental Benefits
- Pension Plan

Salary:

Alderville First Nation Salary Grid will apply. *Start rate is \$29.70/hr. but consideration will be commensurate with experience.*

Daycare Manager

Position Summary:

Reporting into the First Nation Manager, the Day Care Manager is responsible for the implementation of a safe, secure, and stimulating environment designed to motivate Alderville First Nation (AFN) Daycare Staff to develop a setting for children to learn through discovery. Ensures that Daycare Staff provides programming that enhances cultural awareness interwoven throughout daily activities and into every aspect of the Daycare.

KEY JOB FUNCTIONS - HIGHLIGHTS

- Responsible for the overall management and supervision of Daycare staff and AFN resources.
- Ensures that the Ministry of Education, *Child Care Early Years Act* (CCEYA) and College of Early Childhood Education policies and procedure guidelines are met and approved by Chief & Council.
- Manages and maintains enrollment of children into the AFN Daycare Centre, schedules orientation dates with parents.
- Ensures AFN Chief & Council and First Nation Administrator are provided with progress reports.

Planning and Advisory Services:

- Ensures Chief & Council and First Nation Manager are apprised of AFN Daycare license compliance.
- Identifies staff training needs and schedules workshops.
- Monitors programming plans and development of management work plans; schedules staff accordingly.
- Ensures staff are informed of new children coming into the centre and particulars regarding the child(ren).
- Promotes a positive view of the Child Care Centre.
- Initiates and facilitates community meetings and workshops related to children.
- Plans and develops parent activities and professional development workshops.
- Ensures programs are designed appropriately and incorporate Ojibwe culture and language.
- Assist and train ECE students, volunteers, and newly hired staff.
- Prepares newsletter submissions.

Liaison:

- Maintains positive public relations with the public, visitors, and outside agencies.
- Liaises with parents daily, ensures children and parents always feel welcome; acts as a liaison between parents and other agencies when requested.
- Works with other programs to develop effective strategies to integrate, augment and enhance children services.
- Liaises with staff with courtesy, cooperation and teamwork sharing ideas and resources.

Related and other duties:

- Keeps daily logbook records of activities and incidents relating to children in care.
- Schedules renewals for CPR and First Aid training for daycare staff.
- Ensures all AFN Daycare staff maintain updated immunization records.



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Minimum Qualifications:

- Early Childhood Education Diploma/Degree and registered with the College of ECE's.
- Must meet the Ministry of Education, *Child Care Early Years Act* criteria.
- Minimum demonstrated 3 years' supervisory experience.
- Must have Valid Certification in C.P.R. & First Aid.
- Updated Immunization records & 2-step TB test to be provided if offered position.
- Current Criminal Reference Check and Vulnerable Sector Search required.

Preferred Experience:

- Minimum 2 years' experience working with children in a "licensed" daycare.
- Excellent communication and interpersonal skills.
- Familiar with emergent curriculum and "How Does Learning Happen?".
- Strong appreciation and empathy of the needs of children.
- Knowledge of Ojibwe Culture and First Nation communities an asset.
- A valid Class G driver's license and reliable transportation.

*** For full job description, contact Melissa Levesque, Human Resources Manager***

Benefits: As per AFN's Personnel Policies & Procedures, this permanent full-time position offers mandatory Group Health Benefits (cost share of premium at 20% for employee); Pension Plan participation, two (2) weeks paid vacation to start and paid sick leave credits up to 15 days/fiscal year.

Deadline to Apply: *Job posting remains open until filled - first screening set for June 16th*

How to apply: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

How to Contact: Melissa Levesque, Human Resources Manager
Phone: 905-352-2011 ext. 217
Email: mlevesque@alderville.ca

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.