



## **Manager of School Age Childcare – Job Posting**

**(Contract Position April 2019 to May 2020)**

The YWCA St. Thomas-Elgin, established over 110 years ago, is a not for profit, social service agency governed by a volunteer Board of Directors.

### **Summary**

This leadership position is responsible for the management and delivery of YWCA school age childcare programs. They will perform supervisory, administrative and professional duties in the operation of these programs. The Manager will enforce policies, ministry directives and provide guidance for employees. They will ensure smooth delivery of quality programs and continuous development of staff. The Manager is responsible for liaising with school administrators, Thames Valley District School Board, Ontario Works Children Services Dept. and Ministry of Education.

### **Core Competencies**

- Thorough knowledge and understanding of the Ministry of Education licensing requirements and *How Does Learning Happen?*
- Thorough understanding of healthy childhood development including developmental stages of children and how to implement programs to meet all needs of children
- Coaching and mentoring staff
- Customer focused with emphasis on quality childcare programming
- Attention to detail while monitoring program registrations and licensing requirements
- Communication with parents, staff, school administration & community partners
- Time Management
- Adaptability / Flexibility
- Creative and Innovative Thinking
- Decision Making and Judgement
- Problem Solving
- Accountability and Dependability
- Planning and organizing
- Result focused
- Mediating and facilitating
- Staff management
- Energy and Stress
- Team work
- Ethics and Integrity
- Leadership

### **Job Duties**

- Provide direction and supervision of the SAC Coordinators.
- Manage School Age Childcare team of 25+ staff
- Maintain records, prepare reports and compose correspondence.
- Provide guidance to school age staff regarding child behaviour concerns.
- Ensure Childcare Policy and Procedure Manual is up to date and current with annual reviews.
- Review and update Parent Handbooks & Program Statement annually.
- Ensure compliance of STEOW Children Service's deadlines and paperwork
- Ensure compliance of Ministry of Education standards and the Child Care and Early Years Act.
- Identify staff development and training needs and provide continuous learning.

- Implement performance management process for staff which includes monitoring the performance of staff and ensuring annual performance reviews are completed.
- Ensure thorough orientation and training of staff including AODA and health & safety.
- Attend community meetings as appointed.
- Manage All Kids Belong applications, contracts and invoices.
- Liaise with TVDSB, school staff and Ministry of Education.
- Assist with annual budget process and monitor expenditures and revenue
- Monitor petty cash and cheque requisitions.
- Report serious occurrences through CCLS.
- Ensure all site inspections are complete. Identify needs or opportunities for enhancement and follow up on actions taken. Share reports with Director.
- Review and assess annual feedback forms and viability surveys.
- Maintain health and safety standards and regulations.
- Build and maintain a positive and healthy relationship with co-workers, volunteers, Ministry advisors and parents.
- Perform other duties as necessary.

### **Requirements**

- Post-secondary education in Early Childhood Education, Human Sciences, or a relevant field.
- Minimum 3 years' management experience.
- Experience in the not for profit sector.
- Effective leadership skills, with a strong focus on mentoring and team work.
- Effective attention to detail and a high degree of accuracy.
- Strong communication, leadership, integration, problem-solving and interpersonal skills.
- Flexibility to adjust to shifting priorities and deadlines.
- Ability to evaluate and implement changes in programs.
- Ability to organize, communicate and present information effectively, both orally and in writing.
- Ability to maintain favourable public relations.
- Able to work well under pressure.
- Strong attention to detail and multitasking.
- Possession of a valid Driver's License, and a safe driving record.
- Excellent time management and project management skills.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Strong working knowledge of Microsoft computer software (e.g. Excel, Word, etc.) and email.

### **Working Conditions**

- Travel required.
- Public speaking.
- Attend community meetings.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.

### **Compensation**

- The YWCA offers a competitive compensation package including salary and benefits.

Applicants are invited to submit their resume no later than March 8, 2019  
To Lindsay Rice, Director of Services and Community Development  
Email: [lrice@ywcaste.ca](mailto:lrice@ywcaste.ca)

*The YWCA St. Thomas-Elgin is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. We welcome applications from all qualified persons. If you require accommodations, please notify us and we will work with you to meet your needs.*