



## Employment Opportunity, Child Care Director

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Title: Director, Child Care  
Reports to: Manager, Child Care  
Position Status: Full time  
Annual Salary: \$40,000-45,000  
Start Date: August or September, 2022  
Office Location: YMCA of Pictou County

**The YMCA of Pictou County is looking for an Early Childhood Educator to join our team as a Child Care Director. This position will oversee a full-time Child Care Centre and work alongside the Director, Child care at any one of our Child Care locations.**

At the YMCA, we know that there is no job more important in the world than being a parent. But when it's not a parent's only job, the YMCA Child Care programs are here for families in our community. The YMCA Early Childhood Educator team, through the YMCA Play to Learn curriculum and active programming, nurtures the development of children (ages 0 to 12), giving children in our community the best start possible.

YMCA Play to Learn provides educators insight into how kids learn, which we use to build a dynamic in-class environment to meet the specific needs of the child and ensure the child's interests help shape their learning experience.

### **The YMCA Experience**

The YMCA provides almost 100 employees with meaningful jobs and opportunities to make a difference in the lives of individuals and the health of our community. In joining the YMCA, you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

The contribution of our staff in the delivery of child-centered programs is at the core of our success in supporting children and families in Pictou County. We are committed to providing staff with the opportunity to further develop the knowledge and skills that will assist them in enhancing the experience of children and families, through our *YMCA Playing to Learn* curriculum.

As a full-time staff you will be provided with health and wellness benefits and access to YMCA health, aquatics, youth, and children's programming and spaces.

### **Responsibilities**

As the Director of Child Care, you will oversee a 50 space Child Care Centre. You will ensure YMCA Early Learning and Care programs are designed to nurture the development of children in all areas through our YMCA Playing to Learn™ curriculum. This position requires a willingness to work outside of regular work hours on an as needed basis.



In this position and as part of the YMCA family, you will:

- Report to the Manager of Child Care and work alongside a Director managing the remaining Child Care Centre.
- Ensure healthy child development and service excellence in the child care programs.
- Recruit and retain children and families to programs.
- Meet operational and fiduciary objectives.
- Complete office administrative tasks, such as: scheduling, budgeting, planning, orientation, purchasing, subsidy management, and staff/volunteer supervision.
- Ensure open and ongoing communication between parents/guardians of children and staff members/volunteers.
- Provide timely and meaningful resolution to parent feedback and concerns.
- Demonstrate and promote an appreciation for the YMCA mission, vision and values.
- Actively participate in YMCA campaigns, events, and fundraising programs.
- Maintain confidentiality regarding issues with staff/volunteers and program participants.

### **Qualifications**

- Level 2, 3 in Early Childhood Education is a mandatory requirement
- Strong working knowledge and experience in early learning, child/youth development and inclusion
- Strong working knowledge of Nova Scotia Child Care Licensing Acts and Regulations
- Strong collaborative work ethic, ability to meet multiple competing deadlines, to work independently and to work under pressure
- Experience and sensitivity in dealing with diverse families
- Excellent verbal, written, and presentation skills
- Microsoft office skills
- Valid Nova Scotia's Driver License or access to reliable transportation
- Strong interpersonal skills including tact, diplomacy, and ability to establish rapport
- Current Standard First Aid and CPR Certification.

***Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training.***

**Apply today to join our team in making a difference in the lives of children and families in Pictou County!**

Please email your cover letter and resume in one document to Tara Gallant, Manager, Child Care YMCA of Pictou County at [tara.gallant@pcymca.ca](mailto:tara.gallant@pcymca.ca) by July 24, 2022. We look forward to hearing from you!

*The YMCA of Pictou County is an equal opportunity employer.*