

Title: Director, Child Care

Location: YMCA of Pictou County

Position Status: Full - Time

Hourly Rate: \$25.73 - \$30.15 (As per current NS ECE Director Wage Scale Chart)

Start Date: ASAP

**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 and reports to the Manager of Childcare.**

### **The YMCA of Pictou County Experience**

The YMCA of Pictou County is a supportive and caring staff team who are thriving, growing and are passionate about their work. The workplace team culture is inclusive, genuine, kind and nurturing, where team members are encouraged to learn and succeed individually and collectively. The environment is casual and comfortable yet friendly and professional. All team members are encouraged to have fun at work alongside the policies that guide our professionalism. At the YMCA of Pictou County, we know the value of being healthy and active, of bringing people together, and social and physical activity within a community. If this environment interests you and you identify as a dynamic team player who is socially connected and passionate about helping people, consider joining our team as A Director of our Child Care Centre.

### **Position Summary and 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. YMCA Playing 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. 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 other Directors managing a Child Care Centre.
- Ensure healthy child development, Playing to Learn Curriculum is followed and service excellence in the child care programs.
- Recruit and retain staff, volunteers, children and families to the Centre.
- 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 for Centre Director
- 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. Having these documents ready for the interview is recommended.***

***All Employees are 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 by January 24<sup>th</sup> 2024. We look forward to hearing from you!

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