



## **JOB POSTING**

Title: Director, Purdy's Wharf Child Care Centre

Reports to: Vice President, Operations & Capital Development

Position Status: Full Time, Salaried

Salary: \$40,000-\$45,000 Annually

Start Date: November 2017

Office Location: 1969 Upper Water Street, Purdy's Wharf Tower II, Suite 207, Halifax NS

The YMCA of Greater Halifax/Dartmouth is looking for a dynamic leader to join our team as Child Care Director supporting the YMCA Purdy's Wharf Child Care Centre.

Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development.

The YMCA Purdy's Wharf Child Care Centre is a workplace licensed childcare located within an office tower in Downtown Halifax (waterfront).

### **The YMCA Experience**

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. 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.

### **Position Summary**

The position is considered an integral component to helping build strong kids and strong families in a safe, efficient and welcoming environment. The director ensures the sound management of all areas that concern the child's and family's experience; including staffing, programming, licensing, budgeting, planning, orientating and supervising. Reporting to the Vice President, the Director is responsible for ensuring excellence in delivery of YMCA Canada's *Playing to Learn* curriculum for children of preschool age (3 to 5 years), toddler age (18 months to 3 years) and infant age (3-18 months). Through leadership of the YMCA Childcare team, the Director ensures delivery of programming excellence in YMCA Canada's *Playing to Learn* curriculum and supports the operational objectives and mandate of the YMCA.

**Principle Responsibilities:**

- Responsible for ensuring quality, meaningful childcare and programming outcomes in keeping with YMCA Playing to Learn curriculum and YMCA core values, providing a safe, inclusive, welcoming, positive environment.
- Provide direct program leadership, oversight program planning, ensure achievement of annual licensing requirements, and implementation of strategies focused on child protection and program quality.
- Identify opportunities for further enhancement and refinement of YMCA child care offerings as to better support the community, focusing on promoting the YMCA's profile as largest Child Care provider in Canada.
- Management for child care registration processes, parent/child orientation, wait lists, and fee collection processes. Oversight of March break and summer day camp programming for child and youth development.
- Ensure that annual licensing requirements are achieved and maintained, including staff certifications. Liaisons with external regulatory bodies and provide lead onsite support for external audits, visits, and finding resolution. Ensure Centre and practice compliance with any and all Association Child Protection and Safety requirements and regulations.
- Responsible for all staff and volunteer talent management processes and scheduling activities. Ensure consistent, fair application of all HR processes including hiring, onboarding development, employee relations, performance management, and professional development. Ensure staff certifications and placements are met, and foster culture of ongoing professional and skill development.
- Engage and foster positive, collaborative relationships with parents, volunteers, staff, and community agencies. Manage Parent Advisory Committees with aim of ensuring quality programming delivery and addressing high impact issues and concerns. Respond to internal/external questions, and address/resolve parent, participant, staff, and volunteer concerns and in a timely manner. Promote and foster a collaborative, professional environment of best practice/resource sharing aimed at improving/maintaining quality child care experience.
- Develop and manage the annual budget in keeping with operational goals and fiduciary objectives. Compilation and submission of department and financial reports for program areas. Responsible for maintaining accurate and organized records, daily healthy/safety checks, service log entries, and management of child and staff files.
- Others duties as assigned.

**Skill/Knowledge Requirement:**

- Certification as Early Childhood Educator. Post-secondary education in education and/or equivalent combination of education and/or work experience.
- 7-10 years of Programming-related experience within a YMCA or private child care centre. Experience in YMCA Play to Learn Curriculum is an asset.
- 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
- 3-5 years of Leadership/Supervisory experience, prior experience in Not-For-Profit setting is an asset.
- Clear Criminal Record, Vulnerable Sector, and NS Child Abuse Registry Check, Valid CPR and First Aid Certificate
- Proven track record of success in community-oriented program delivery through establishing collaborative internal and external working relationships
- Strong collaborative work ethic; ability to meet multiple competing deadlines, and to work independently under pressure.
- Experience and sensitivity in dealing with diverse children and families, including visible and invisible dimensions of diversity. Experience in working with children with a disability (cognitive and/or physical).
- Demonstrated cross-cultural communication skills to work with youth, parents, and school staff
- Excellent verbal, written, and presentation skills
- Strong interpersonal skills including tact, diplomacy, and ability to establish rapport with clients

- Intermediate Microsoft Office Skills
- Flexibility to work outside of regular work hours on an as-needed basis

### **We Offer**

- Comprehensive Group Benefits and Pension Program
- Individual & Family YMCA Membership
- Strong Work Life Balance Programs (i.e. Paid Personal and Vacation Days)
- Discounted Childcare and Camp Rates

### **Qualifications**

- Microsoft Office Skills
- Strong organizational skills and the ability to manage multiple, competing deadlines and tasks
- Superior interpersonal and communication skills are essential to establishing and maintaining harmonious working relationships
- Demonstrated discretion and sound judgement in the handling of confidential information; this includes a high degree of integrity and trust
- Strong analytical skills and attention to detail in the resolution of issues, process improvement and evaluation
- High level of initiative is needed to work independently and respond to unanticipated items
- Strong communication and presentation skills
- Schedule flexibility to accommodate variations outside of regular business hours, as needed.
- **Note: 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**

Please email your cover letter and resume in one document to:

Lorrie Turnbull, VP Operations & Capital Development by 5:00pm October 20, 2017.

Lorrie.turnbull@halifax.ymca.ca

We look forward to hearing from you.

*The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer.*