



## **JOB POSTING**

**Title:** Director, Purdy's Wharf Child Care Centre

**Reports to:** Manager Child and Youth Programs

**Position Status:** Full Time, Salaried

**Salary:** \$40,000-\$45,000 Annually plus Benefits

**Start Date:** As soon as possible

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

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 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**

As the Director of Purdy's Wharf Child Care Center, you are considered an integral component to helping build strong kids and strong families in a safe, efficient and welcoming environment. You are accountable for ensuring the sound management of all areas that concern the child's and family's experience; including staffing, programming, licensing, budgeting, planning, orientating and supervision. Through leadership of the YMCA Childcare Team, as Director you are 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).

As Director you will:

- Be 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.
- In collaboration with the YMCA of Greater Halifax/ Dartmouth Registrar, management for child care registration processes, parent/child orientation, wait lists, and fee collection.
- 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.

- 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.

### We Offer

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

### Qualifications:

- 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 considered 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.
- Knowledge of budgetary processes and development of financial controls.
- 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 including Excel Spreadsheets
- Flexibility to work outside of regular work hours on an as-needed basis
- **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: Amy Rector, Manager of Human Resources at [amy.rector@halifax.ymca.ca](mailto:amy.rector@halifax.ymca.ca) by **4:00pm August 2, 2019**. We look forward to hearing your story.

*The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer that values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.*