



Employment Opportunity **CHILDCARE MANAGER**

Reference No. QSL-LLE-CM-0522

PURPOSE: Reporting to the Quw'utsun Syuw'entst Lelum Director, the purpose of the Le'lum'uy'lh Childcare Manager is to oversee the daily operations, programming and assessment of early learning, and the successful transition of daycare children into the K-12 education system. The Le'lum'uy'lh Childcare Manager will be required to be a dynamic leader that implements early learning best practices and is able to coach & supervise staff effectively. This is a full time permanent position that works primarily at the Le'lum'uy'lh Daycare Centre with minimal local travel required.

RESPONSIBILITIES:

Manage Le'lum'uy'lh Daycare Program Activities:

- Supervise and provide leadership to early childhood educators, administration and custodians staff members
- Prepare and complete reporting documents to secure funding
- Prepare operational and program reports and manage financial budgets
- Attend department and lead team meetings
- Ensure Cowichan language, culture and values are integrated into programming
- Enhance and implement early learning programming and curriculum
- Coordinate staff professional development to align with program goals and priorities
- Refer parents to internal and external resources for support as required
- Ensure compliance of all internal and external policies and procedures including licensing, legislation and financial reporting
- Oversee program supplies, furniture, fixtures and equipment as needed
- Participate in a variety of internal and external committees and working groups as directed by the QSL Director
- Represent Le'lum'uy'lh Daycare at a variety of meetings involving parents, the provincial government, and licensing bodies
- Complete subsidy applications
- Register new children
- Collect daycare payments, and address any late payment concerns
- Have an ability to maintain a strong, positive and supportive relationship with parents, families and caregivers
- Be familiar with Child Care Licensing Regulations in BC and the BC Early Learning Framework
- Stay up-to-date with changing government programs and requirements
- Ensure that the facility and equipment is kept safe for children
- Oversee the operations, maintenance and security of the building

Provide Supervision To Team Members:

- Participate in recruitment and lead orientation of new team members
- Complete annual performance evaluations for team members
- Approve leaves and training requests of team members
- Manage and document employee complaints, follow up steps, and discipline given
- Assist team members in development, implementation and evaluation of individual activities
- Coach and support staff when professional concerns arise, such as curriculum and program development
- Ensure compliance of staff with all internal and external policies and procedures
- Schedule staff, complete annual staffing projections and conduct yearly layoffs

EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Early Childhood Education Diploma required, Bachelor's Degree in Child & Youth Care or relevant field is preferred
- 5 years' childcare experience and 3 years' experience in a management position
- Valid BC Drivers' License and reliable vehicle
- Valid First Aid / CPR-C
- Criminal Record Check required
- Must have previously completed Assessment of Suitability or willingness to complete within 3 month probationary period; as per Island Health licensing regulations
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. ***All individuals must show Proof of Vaccination as a mandatory condition of their employment***

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of Cowichan language, culture, customs, and traditions
- Knowledge of internal and external community resources
- Extensive knowledge of Quw'utsun Syuw'entst Lelum programs and services
- Extensive knowledge of applicable daycare licensing regulations and requirements
- Well-developed written, oral, and interpersonal skills
- Time management with the ability to multitask different tasks simultaneously
- Strong leadership, organizational and communication skills
- Experience with conflict resolution and problem-solving skills
- Ability to lead, support and guide staff



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This position has a competitive salary that will be contingent upon experience and qualifications. Cowichan Tribes offers an excellent benefit/pension plan available after successful completion of probationary period.

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources via email before the deadline with the Reference Number in the subject line of your email.

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Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. on Friday, June 3, 2022