

EXTERNAL JOB POSTING COMSER-24-18

Community Services Department Day Care Manager

Job Type: Permanent, Full Time

Non-Unionized Rate of Pay: Salary Based

GENERAL

The Municipality of Greenstone Community Services Department requires a Day Care Manager to oversee the day-to-day operations of Greenstone's Childcare Centers and EarlyON Family Centers.

QUALIFICATIONS

Early Childhood Education Diploma

Date Posted: March 18, 2024

Current Job Description Applies

- Registered with the College of Early Childhood Educators
- Thorough working knowledge of CCEYA "How Does Learning Happen? Ontario's Pedagogy of the Early Years Document
- Minimum 5 years working experience as an Early Childhood Educator
- Minimum 2 years supervisory experience in a Licenced Day Care
- Valid Drivers License
- Vulnerable Sector Criminal Record Check required
- Current First Aid Certificate
- Bilingualism will be considered an asset

REPORTING RELATIONSHIP

Reporting to the Director of Community Services

HOURS OF WORK

- 7 hours/day, 35 hours/week
- Attend evening meetings as required

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on April 1, 2024 to:

Al Gordon, Manager of Human Resources Municipality of Greenstone Administration Office PO Box 70, 1800 Main Street Geraldton ON POT 1MO Email: al.gordon@greenstone.ca Fax: (807) 854-1947

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.