

EXTERNAL JOB POSTING COMSER-24-18

Community Services Department

Day Care Manager

Date Posted: March 18, 2024

Job Type: Permanent, Full Time

Current Job Description Applies 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
- 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 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947