



EXTERNAL JOB POSTING COMSER-23-32

Community Services Department
Day Care Manager

Date Posted: September 13, 2023

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 September 28, 2023 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

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.

