

## Early Learning and Child Care Manager

**Locations:** 500 Drury Lane, Burlington, Ontario L7R 2X2

**Position Type:** Full Time with benefits and a complimentary YMCA membership

**Starting Salary Range:** \$58,240.00 – \$62,240.00 commensurate with experience

### Position Overview:

This position reports to the General Manager of Child Care and is located in Burlington; hours of work are based on a full-time schedule, Monday to Friday. Use of a vehicle is required in order to conduct visits and provide on-site program support when needed.

The core functions of this role will require the incumbent to manage and mentor/coach staff as well as provide direction, supervision to several programs and problem solve parent concerns. This position may be required to work evenings and weekends.

### In this position, you will:

- Role model effective leadership and managerial behaviour that aligns with YMCA core values.
- Coordination of staffing schedules.
- Informs and educates staff on best practices and pedagogy which translate into program delivery.
- Recruit, hire, orient and coordinate training for child care team.
- Support budget preparation and ongoing monitoring of expenses and revenue.
- Ensures all centres meet the licensing requirements of the Child Care Early Years Act.
- Ensure all human resource and childcare policies/procedures are applied consistently and measures are put in place to ensure transparency and fair processes.
- Payroll completion of designated program staff and float staff.
- Monthly site visits to programs.
- Lead staff huddles and professional development training sessions.
- Develops and maintains business relationships with community groups, City of Burlington, the School Boards, staff, volunteers, participants and the Ministry of Education.
- Assumes frontline responsibilities as required.
- Involved in Parent Advisory Meetings and community meetings as directed.
- Other duties as required.

**You Bring:**

- Four (4) years of experience working with children and youth in a variety of settings.
- Demonstrated ability in leading, coaching and cultivating a work environment of collaboration and teamwork.
- Post-secondary education in a child related field.
- RECE in good standing with the College of Early Childhood Educators is preferred.
- Two (2) years supervisory experience.
- Strong leadership and time management skills.
- Strong verbal and written communication skills.
- Proficient computer skills using Microsoft Office, email and/or internet applications.
- Experience working with school age children and has relevant knowledge of programming and curriculum.
- Standard First Aid and CPR-C certified.
- Current Police Records Check/Vulnerable Sector Check.
- A vehicle is required for this position.
- Develops and fosters relationships with School principal and teachers.
- Maintains knowledge of current and emerging ministry directions and curriculum.

**Interested in applying?** To view and apply for positions as a current employee, please log into your UKG account and click "My Company", then "View Opportunities" in the sidebar menu.

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity.

We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply.

If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department [plc@ymcahbb.ca](mailto:plc@ymcahbb.ca)