

External Posting

**Director, Children's Services
Permanent Full Time
\$80,080.00 – \$85,540.00/year**

Position Summary

Manitoulin Family Resources (MFR) requires one permanent full time Director, Children's Services. The Children's Services Director is responsible for the successful leadership and management of MFR's three Children's Services (CS) program areas including: Centre Based Child Care programs, EarlyOn and Home-Based Child-Care program in accordance with MFR's strategic plan. This position is based out of Mindemoya with travel to different sites when required.

Major Responsibilities/Duties

Leadership

- Assist with the implementation of strategic vision of the agency;
- Identify, assess, and inform the Executive Director of internal and external issues;
- Foster effective teamwork between all programming staff;
- Represent the organization at community activities, events, and planning tables;
- Spearhead the implementation of an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization;
- Ensure program expectations are met to the satisfaction of families, ED, Board, and Funders.

Program Development, Planning, and Implementation

- Oversee and support the planning and implementation of Children's Service programs;
- Implement and update program policies;
- Execute evaluation.

Staff Management, Recruitment, Retention, Training

- Determine staffing needs in consultation with Day Care Supervisors and ED;
- Recruit staff according to MFR hiring policies and in consultation with Day Care Supervisors;
- Manage Children's Services staff meetings;
- Supervise, evaluate, and provide direction to Day Care Supervisors, EarlyOn staff, and Home Child Care supervisor;
- Assist Day Care Supervisors with human resource management as required;
- Oversee professional development needs for all CS staff.

Budgeting

- Determine projected Day Care and EarlyOn enrollment, revenue, and expenses in consultation with Day Care Supervisors and Director of Finance;
- Monitor expenses to ensure all programs are within budget;
- Advocate for enhanced funding in consultation with Executive Director.

Day Care Licensing and DNA Compliance

- Ensure all programs are delivered in accordance with relevant legislation and agency policy;
- Keep abreast of new strategic directions, programs, and opportunities;
- Oversee submission of reports, applications, and information related to licensing and outcomes.

Ensure a Safe and Healthy Environment

- Ensure the establishment and maintenance of a safe and healthy environment which adopts and meets or exceeds best practices in consultation with ED, Day Care Supervisors, EarlyOn staff and Home Child Care providers;
- Ensure policies, procedures, and programs are delivered within culturally safe and inclusive contexts.

Create a Family Supportive Environment

- Ensure the establishment and maintenance of a family supportive environment which adopts and meets or exceeds best practices in consultation with Day Care Supervisors, EarlyOn staff, and Home Child Care providers.
- Promote an environment respectful of diversity and inclusiveness.

Public Relations

- Represent MFR at relevant early childhood education forums and events;
- Establish partnerships with external resources in partnership with Day Care Supervisors and ED;
- Inform the public about the value of quality early childhood education and care.

Other

- Maintain confidentially;
- Assist with organizational strategic planning and implementation;
- Order materials, supplies, equipment;
- Identify and evaluate risks and implement measures to control risks.

Requirements/Qualifications

- Post secondary degree in early childhood education or other relevant field;
- Current membership with the College of Early Childhood Education preferred;
- 1 – 5 years experience in a management position;
- Current Vulnerable Sector Screening;
- Up to date with changes on CCLS;
- Financial management skills;
- Proficiency with MS Office Suites including MS Word and Excel;
- Expertise in relationship building, conflict management, and creative problem solving skills;
- Current Driver's license and access to a reliable vehicle;
- Ability to work in stressful situations with the ability to respond to changes and fluctuating demands with shifting deadlines.
- Strong written/communication skills with the ability to clearly articulate directions, concepts and information.



**Manitoulin
Family Resources**

**P.O. Box 181 Mindemoya, ON P0P
1S0**

**t: 705.368.3400
f: 705.370.4796**

Note: The successful candidate must have valid First Aid and CPR certification, up to date medical including immunizations and a clear vulnerable sector screening check. This position has physical requirements such as lifting and physical play with young children.

We strive to foster an organization that reflects the diversity of the community we serve and welcome applications from all qualified candidates. We encourage applications from individuals from underserved and underrepresented cultural and racial communities, from First Nations, Inuit and Metis communities, Two-Spirit, LGBTQIA+ communities, and people living with disabilities. If you require an accommodation, we will work with you to meet your accommodation needs to ensure your equal participation.

This position is a full-time management position in a unionized environment. Flexibility in scheduling will be required to meet the needs of the programs.

Deadline for applications: Open until position is filled.

PLEASE NOTE: Due to the volume of applications, only those selected for an interview will be contacted.

Please forward applications to:
Colleen Hill
Executive Director, Manitoulin Family Resources
chill@mfresources.net