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## Position Information

Position: Childcare Operations Manager  
Position ID: D-2102  
Supervisor: General Manager  
Hours: Full-time  
Wage: \$22-25/hour (experience dependent)  
Start Date: September 2021

## Job Summary

The Childcare Operations Manager plans, organizes, directs, evaluates, and reports on the development and administration of childcare policies and related initiatives designed to protect and promote the welfare of children in the Saik'uz Head Start program. Additionally, the Childcare Operations Manager supports and assists childcare staff in providing quality, caring, and supportive childcare that addresses each child's unique needs. The successful candidate will be organized, punctual, reliable, well spoken, efficient, discreet, and approachable. They will additionally be an effective communicator in both written and verbal mediums and respect the values, beliefs, and culture of others.

## Requirements:

- ECE License to Practice
- Emergency Childcare First Aid/CPR Certificate
- Food Safe Certificate
- Provincial Childcare Criminal Record Check
- Computer literate
- Management, administrative, and/or early childhood care and learning experience an asset
- Experience with First Nation communities or Saik'uz culture an asset

## Duties & Responsibilities:

- Administration of the childcare program.
- Fully understand and actively participate in the mission and vision of the Saik'uz Daycare.
- Communicating and collaborating with all parts of the childcare team, including staff, supervisors, licensers, funders, community partners and members, families, and the children themselves.
- Actively engaging in correspondence through phone, email, and verbal requests.
- Maintaining the confidentiality of families.

- Hiring, training, and supporting staff.
- Advertising and coordinating of public relations.
- Organizing events for special occasions.

Please submit your cover letter and resume to Colleen Patrick, Daycare Manager, via e-mail at [resume@saikuz.com](mailto:resume@saikuz.com) by June 4, 2021. Please include the Position ID in your subject line.

We thank everyone for their interest; however, only those selected for an interview will be contacted.