



DAYCARE MANAGER **Employment Opportunity**

The Ditidaht First Nation (DFN), located on south western Vancouver Island, on Nitinat Lake, is pleased to invite qualified applicants to apply to the permanent, full time position of **Daycare Manager**.

The **Daycare Manager** plans and implements activities for Ditidaht First Nation children, families and community to enhance child development as well as to collaborate as a part of a multidisciplinary team to ensure that the Nation's children have access to the services they need. This position plays an important role to promote the early childhood stages of growth and development of the Day Care children within the Ditidaht First Nation

We invite you to email your resume, cover letter (including salary expectations) to Len Merriman, Education Director at educationdirector@ditidaht.ca. This posting will remain open until the position is filled.

Preference will be given to persons of Aboriginal ancestry.

DUTIES AND RESPONSIBILITIES

- Develops strategic guidance and planning tools for the DFN Day Care program, including developing the five-year strategic Day Care plan and the annual operations workplans, developing and updating Day Care policies;
- Plans, organizes, reviews and directs the development and implementation of the Day Care department's activities and costs to determine progress toward stated goals and objectives in annual plans and budgets;
- Develops and delivers curriculum including culturally based curriculum;
- Develops and administers the annual budget, in consultation with the Comptroller, for the Day Care and participates in the DFN's annual budget process;
- Manages, monitors, and approves all expenditures within their spending authority, reviews financial reports on a monthly basis, in consultation with the Comptroller and forwarding by the Comptroller to the Education Manager for review;
- Works collaboratively with other members of the management team. Contributes to identifying, developing and implementing strategic initiatives, policies, plans, and programs necessary for the successful operation of the Ditidaht First Nation;
- Executes human resource related initiatives for supervised staff including staff selection, setting strategies and objectives, prioritizing work, ensuring proper training, completing annual performance plans, encouraging employee professional development, discipline, and resolution of labour relations issues;
- Ensures staff receive appropriate orientation, training and ongoing professional development to meet the needs of the population served and to achieve department goals and objectives;
- Follows Nation wide policy regarding the hiring of all employees;
- Implements programming incorporating Ditidaht culture and language;
- Conducts developmental assessments of each child 0-5 years of age using appropriate tools and personal skills and knowledge;
- Develops and maintains yearly, monthly, and daily instructional plans and activities that provide a balance of quiet/active activities, both indoor and outdoor;
- Plans and implements activities/ for each family/child including referrals to specialized services;
- Prepares, submits and reports on programs, special projects, and other statistical reports accurately and in a timely manner to ensure that the budget requirements are being met, as required by the Education Manager, Chief and Council and management team and stakeholders;
- Identifies projects as per planning documents and other sources and seeks appropriate funding, including writing proposals, and seeking partnerships as appropriate, in collaboration with the Education Director
- Develops and maintains an inventory of alternate funding sources and applying or arranging for applications for additional funding, as may be required;
- Keeps records regarding access to provincial services and wait lists;
- Ensures monthly evaluations are conducted on various program activities and prepares monthly reports regarding program statistics;

- Delivers activities such as art/crafts, reading with the children, playing (indoor and outdoor);
- Performs cleaning and sanitizing duties including toys, furniture, equipment, supplies, bathrooms and coat room as per the daily cleaning schedule;
- Maintains a clean, safe and nurturing learning environment in the day care, on fieldtrips or other day care sponsored activities;
- Performs general housekeeping duties such as laundry, snack preparation, cleaning after mealtime, and supply organization;
- Changes diapers and helps older children in the bathroom;
- Provides transportation of children as required;
- Demonstrates appropriate and effective teaching strategies which will support the learning of children involved in the program;
- Orders and maintains an inventory of instructional equipment and supplies for classroom use;
- Resolves conflict with program participants or parents;
- Develops, implements, or facilitates Daycare related workshops or information sessions for families;
- Attends relevant training and workshops identified by the Daycare Manager to enhance program services;

Education and Experience

- Diploma or certificate in Early Childhood Education; and
- Infant Toddler and Special Needs diploma; and
- Valid Licence to Practice with the Early Childhood Educator registry; and
- 3 years' experience working in a daycare or other ECE environment;
- Minimum 2 years managing, directing and leading employees;
- Experience planning and implementing programs and achieving outcomes;
- Experience developing a variety of written reports, policy and procedures, funding proposals, analyses, presentations and other documentation in accordance with organization directives and/or regulatory guidelines;
- Experience developing, managing and controlling operating budgets;
- Valid FoodSafe Level 1 certificate;
- Possession of a valid WHMIS certificate;
- Clean criminal record check with Vulnerable Sector required;
- Valid Child Safe first aid and CPR certificate as per the Child Care Licensing requirements;
- Class 5 driver's licence, reliable vehicle and a clean driver's abstract is required.

Thank you for your interest in this position, only those short listed will be contacted further.