



Progressive Intercultural Community Services Society (PICS)

- Position:** Child Care Program Manager
- Location:** PICS Child Care Centre, Cloverdale
- Hours of Work:** 35 hours+ /per week
- Start Date:** ASAP (orientation may be required before the start date)

Job Summary: PICS Child Care Facility is a newly established childcare centre located in the heart of Cloverdale, on the premises of the City of Surrey's Shannon Hall of Cloverdale Rodeo & Exhibition Grounds. Dedicated to providing quality child care, interactive learning and memorable experiences, we are looking for a highly motivated Manager to inspire and be part of a great team, looking after the Group Child Care (30 months-to-School Age children). It's long term employment opportunity for eligible applicants. This is an excellent chance to join a friendly, vibrant and dynamic team environment.

Responsibilities for this position will include (but are not limited to):

- Coordinating and supervising the total maintenance of early learning program and staff.
- Overseeing lesson plans and daily activities for enrolled children.
- Actively assist in increasing enrollment and maintaining clients.
- Conducting new client tours and fielding questions with regards to services offered.
- Formulating plans in order to excel in an environment of ongoing change.
- Participating in program planning and implementing program activities.
- Supervising, monitoring, and evaluating performance of Day Care Center workers and volunteers.
- Functioning as a child care teacher when necessary.
- Develop staff by identifying training needs, planning and implementing staff meetings, and completing annual performance reviews
- Manage staff scheduling
- Overseeing the program's special operations such as supplies and maintenance of inventory to maximize efficiency and effectiveness.
- Administering the facility's program objectives and activities while maintaining a sustainable budget
- Coordinating and planning daily activities with the Day Care Educator or with the assistant and volunteers in the program

- Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' attention
- Build and maintain successful working relationships with colleagues and clientele
- Performing related work as required such as weekly and monthly reporting, proper filing of informational materials and reporting to the Programs Director on the activities and progress of the program

Job requirements:

- Early Childhood Certificate (or equivalent education) preferred with at least 3 years' experience in a supervisory and administrative position.
- Current BC license to practice
- Current Criminal Record Check
- Current First Aid certificate
- Knowledge of Licensing Regulations
- Understanding of the issues that affect children and their families
- Fantastic organizational and teamwork skills
- Sound written and verbal communication skills
- A good level of computer literacy
- Clean medical certificate
- A good understanding of the Early Years Learning Framework

PICS prides itself on offering excellent working conditions to its employees including professional development, flexible work arrangements and opportunities to be rewarded for outstanding performance.

Closing Date: **ASAP**

How to Apply: If you are a qualified and passionate Child Care Manager dedicated to early childhood learning and care, send your resume and cover letter to PICS HR at Career@pics.bc.ca

(PICS is an equal opportunity employer. We thank all who apply but only applicants selected for an interview will be contacted. No Phone calls please.)