



Mount Pleasant Neighbourhood House

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Internal/External Posting

Childcare Director (35 hours per week)

Opening: August 21st 2024 **Closing:** September 4th 2024

Mount Pleasant Neighbourhood House (MPNH) is located on the unceded, occupied, ancestral and traditional homelands of the x^wməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and Səlilw̓ ətaʔ/Selilwitulh (TsleilWaututh) Nations. We recognize the vast cultural diversity of Indigenous people and acknowledge the heterogeneity of their opinions, representation, needs and desires. We dedicate ourselves to walking in solidarity beside our Coast Salish neighbors and community members as we work collectively towards community building.

Mount Pleasant Neighbourhood House (MPNH) is seeking a Childcare Director to join the MPNH team. The Childcare Director is responsible for leading the work of the childcare team and working with the MPNH leadership team in developing a robust childcare strategy, with a particular focus on the start-up of a new 69 space childcare site located at Eric Hamber Secondary School.

Reporting to the Executive Director, the Childcare Director is responsible for overseeing the start-up and overall leadership, administration and management of Childcare at Eric Hamber, including human resources, financial management, facilitating program development, and equipment/materials. In addition, this role will support the overall management of MPNH's current childcare and out of school care programs.

Duties and Responsibilities

Start-up:

- Working with a project team to oversee all start-up functions of the new centre including setting up waitlist and registration systems, program planning and implementation, human resources, license and permits, furniture and equipment purchasing, team training, environment set-up.

Leadership:

- Plan, develop, implement and evaluate Childcare Programs at MPNH.

- Organize systems to ensure effective implementation of projects and programs, such as hiring and supervising staff; establishing registration and fees; preparing and delivering marketing and communication materials.
- Carry out public relations and marketing initiatives for programs whenever possible.
- Ensure program is aligned with MPNH's core values of inclusion, decolonization and community building.
- Develop and maintain a continuous commitment to excellence in emergent programing, staffing and culture
- Act as a resource to program staff regarding working with young children
- Oversee the administration, program planning, development and delivery of the Childcare Programs at MPNH
- Liaise with the School Administrators to ensure seamless operations and communication
- Coordinate and liaise with the schools ensuring that information is shared, and communication is maintained
- Provide direct leadership such as recruitment, hiring, supervision, training, support and evaluation of staff, volunteers and practicum students
- Participate on the management team to contribute to the overall management of the House including policy development, human resource development, resource development and strategic planning; and other related duties as assigned by the Executive Director.

Administration:

- Oversee the development of program budgets, and monitoring expenditures and revenue.
- In collaboration with the Executive Director, seek out funding sources, including writing grant applications, seeking out private partnerships or sponsorships and managing ongoing relationships with funding sources – both private sector and government.
- Comply with all relevant reporting and record keeping standards and requirements based on funder requirements.
- Work closely with CCFLB licensing officer to ensure all programs meet standards of best practice including Licensed Child Care Regulations.
- Monitor program finances, maintains petty cash, and all financial records of the program.
- Produce written communication, reports, notices etc. related to the functioning of the program.
- Ensure that children's files are kept current, contain accurate information including registration, medical and behavioral documentation and remain confidential.
- Oversee the enrollment and registration process for all children and families.
- Oversee a current and accurate inventory of all program materials, supplies and equipment.
- Collate data from various programs and provide ongoing evaluation reports as required by funders and MPNH administration.

Skills and Qualifications

- Post-secondary education, Diploma in Early Childhood Education. Additional certification related to child development an asset.
- 5 years related experience
- Strong leadership and capacity building skills.
- Experience with program development and implementation, financial management and systems experience.
- Proficiency in Microsoft Office software, such as Microsoft Word, Excel, Outlook and Sharepoint.
- Understanding of the Neighbourhood House Model of Service Delivery.

Terms

- Regular Full-time position at 35 hours per week.
- This position works in person at Mount Pleasant Neighbourhood House and the child care at Eric Hamber Secondary School.
- Compensation: Band PD1 \$36.07 – \$39.99 based on qualifications and experience.
- Comprehensive Benefits Plan including vacation, sick time, extended health benefits and Municipal Pension Plan.

Please submit cover letter and resume to Devika Ramkhelawan at dramkhelawan@mpnh.org with *Childcare Director* in the subject line. No phone calls please.

Mount Pleasant Neighbourhood House is a member of the Association of Neighbourhood Houses of BC (ANHBC), which is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family.