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# Mount Pleasant Neighbourhood House

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800 East Broadway • Vancouver BC, Canada • V5T 1Y1

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## Internal/External Posting

### Preschool Team Lead (30 hours per week)

**Opening:** August 21<sup>st</sup> 2024    **Closing:** September 4<sup>th</sup> 2024

*Mount Pleasant Neighbourhood House (MPNH) is located on the unceded, occupied, ancestral and traditional homelands of the x<sup>w</sup>məθkwəy̓əm (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 Preschool is seeking an energetic, passionate and experienced Certified Early Childhood Educator to lead the Preschool Program. The MPNH Preschool subscribes to an emergent, responsive, and democratic approach to early learning.

## Duties and Responsibilities

Under the guidance of the Childcare Director, the Team Lead is responsible for the leadership, supervision, and administration of the Preschool Program.

### Program Management

- Assist in program administration and monitoring programs budgets.
- Assess the community and organizational needs and assets, establish programs goals and objectives with input from the Childcare Director and Executive Director.
- Write program reports, collect statistics and keep other program related documentation in place.
- Liaise and coordinate between program funders, community partners and other service providers.
- Collaborates with MPNH Family Programs.
- Work in conjunction with the Childcare Director to lead, support, and ensure that the program is functioning at their highest level of capacity and adhering to the Child Care Licensing Regulation.

### **Staff and Volunteer Management**

- Play a key role in the recruiting, hiring, orienting, coaching, supervising staff and volunteers of the programs in consultation with the Childcare Director and Executive Director.
- Lead the team of educators through collaborative dialogue to align their pedagogical intentions and program curriculum with the BC Early Learning Framework and MPNH values.

### **Skills and Qualifications**

- Valid Early Childhood Education Certificate required (ECEA will not be considered)
- Valid First Aid & CPR Certificate.
- Clear criminal record check with vulnerable sector screening
- Minimum 3 years of experience in licensed childcare, at least one in a lead position
- Solid knowledge of the BC Early Learning Framework and the Reggio Emilia Approach
- Strong planning, organizational and time management skills
- Excellent and proficient oral and written communication
- Leadership and mentorship in the implementation and commitment to MPNH's values, the BC Early Learning Framework and the Reggio Emilia Approach
- Developing and maintaining strong relationships and communication with children, families and educators – this includes a passion for and commitment to reflective work and constant learning in partnership with children, families and educators
- An eagerness and ability to work as part of a collaborative, supportive, inclusive and dynamic team in a non-profit and volunteer-based organization
- Passion and commitment for ongoing professional development and growth and exhibiting leadership in this area for other educators
- Ability to adapt to changing circumstances, handle emergencies skillfully using discretion and confidentiality
- Creativity, critical thinking, flexibility and sense of humour

### **Terms**

- Regular Part-time position at 30 hours per week.
- This position works on the floor Monday to Friday 8:45am to 1:45pm, with additional meeting and admin time
- Compensation: Band C5 \$24.56 - \$26.31 based on qualifications and experience, plus \$6 Wage Enhancement.
- Comprehensive Benefits Plan including vacation, sick time, extended health benefits and Municipal Pension Plan.

**Please submit cover letter and resume to Lorena Jacome, Interim Director of Childcare, at [ljacome@mpnh.org](mailto:ljacome@mpnh.org) with *Preschool Team Lead* 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.