



Position: Daycare Managing Supervisor - REPOST

Reports to: Director of Education and Early Years

Terms: 1.0 Full-Time Equivalent (FTE)

Salary: \$32.08/hr or \$58,385.60/yr.

Hours of Work: 35 hours per week

POSITION SUMMARY: Saugeen Early Learning Services is looking for an experienced Child Care Centre Manager to oversee and operate the Child Care Centre of Saugeen First Nation. The Child Care Centre Manager is responsible for daily operations, development, administration, and evaluation of the childcare centre. Complying with all legislative and regulatory requirements, such as finances, policy and regulations, and health and safety. Coaching educators to build and support ongoing professional development, as well as annual performance reviews. Engaging and managing a team with the support of a Day Care Supervisor, peers and program partners, holding regular team meetings to share information and gather feedback. Engaging with centre children and families through various channels such as in person, emails, centre. Providing regular centre updates to the Band Administrator and ensuring programming spaces accommodate the community needs for childcare. Acting as a role model for educators, children and families.

JOB DUTIES

- Abide by the requirements set out in the *Child Care and Early Years Act*
- Ability to interpret and implement organizational policies and procedures, guidelines and protocols for external governing bodies such as Ministry of Education
- Managing the childcare centre budget, approving payroll and ensuring expenses are in-line and reporting is accurate
- Ensuring program and ratio compliance with the Ministry licensing and always ensuring the health and safety of all staff and children
- Developing new and innovative programming to maintain best-in-class service delivery and experience for children and their families
- Strong, collaborative, interpersonal and relationship-building skills
- Excellent written and verbal communication skills, including active listening skills
- Ability to use tact, discretion, sound judgment, fair and effective problem-solving and conflict resolution skills
- Ability to manage time and prioritize work effectively
- Ability and experience with guiding, mentoring and coaching others

- Work independently, contribute and be an influential member of a multidisciplinary team
- Working understanding and use of technology and software such as MS Office and Teams

REQUIREMENTS

- Registered Early Childhood Educator in good standing with the College of Early Childhood Educators
- Early Childhood Education Diploma or Degree or equivalent with work experience in all age groups
- Must have a valid First Aid CPR Level C, immunizations
- CPIC/Vulnerable Sector criminal record check
- Minimum 5 years' experience working in a childcare setting
- Minimum 2-3 years' experience in a supervisory role

WORKING CONDITIONS

1. Physical Demands – Long periods of sitting, standing, typing and some walking. Lifting of some objects/children not exceeding 75 pounds.
2. Environment – Mainly an office environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies).
3. Mental Effort – The nature of the position will have low tension and anxiety levels.
4. Position Type/Expected Hours of Work – Regular full-time hours with availability for evening and weekend work as required.

Applications MUST include:

- Current cover letter
- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday, October 3rd, 2025 @ 4:30 p.m.
 (*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check including Vulnerable Sector Screening as a condition of employment

Applications will be received:

Office: Joe Wesley, (519) 797-2781, Extension 1104

By E-Mail: joe.wesley@saugeen.org

By Mail: Attn. Joe Wesley, 6 Cameron Drive, Southampton, ON N0H 2L0