



Centre des Femmes West Island
West Island Women's Centre

CHILDCARE PROGRAM MANAGER

Reports to: Executive Director

Type of Position: Part-time (27hrs)

Location: Pointe-Claire (West Island)

Salary: Starting salary 20\$/hr, based on level of experience

Summary of Position

Under the supervision of the Executive Director, and in collaboration with the Childcare Program Committee Director, the Childcare Program Manager will be responsible for overseeing the operation of the West Island Women's Centre's free childcare service, a service available for the preschool-aged children (infants to 5 years old) of women attending the Centre's courses and special events. The childcare manager ensures programs and activities are provided in a manner that ensures safety and security to all individuals. In addition to the supervisory role, the childcare manager participates in the care of children whenever the childcare service is in operation. The childcare manager displays positive leadership for the overall growth and well-being of the Centre and its community.

Tasks

Human Resource Management

- Assist in the hiring of contract childcare staff. Working with the executive director and childcare director, provide input on the advertisements for new positions, assist in the interview and selection process of new employees.
- Provide orientation for new childcare staff.
- Prepare the childcare staff schedules and assign daily tasks.
- Review childcare staff weekly time sheets; compile each employee's hours of work completed. Make changes to the schedule as needed; organize substitutes for staff as required.
- Provide ongoing feedback and evaluation of each childcare employee's performance.
- Conduct year-end performance evaluations of all childcare staff.
- Recruit childcare and volunteers to work in childcare during special events, meetings or activities organized by the Women's Centre.
- Supervise childcare staff at off site locations where Women's Centre programs are being held.

Program Design and Development

- Design a structured program of children's activities that includes an educational component for groups and individual children.
- Assign childcare staff to help animate group activities as required (including story times, sing-alongs, etc.).
- Plan and animate the arts and craft activities for the week. Assign childcare staff to assist with the preparation as needed. Delegate the animation of arts and craft activities to childcare staff as needed.
- Set up a schedule for employees to help set up the childcare rooms each day and clean up at the end of

each day.

- Create a schedule for welcoming children into childcare and for leaving childcare. Ensure protocols are followed.
- Coordinate the ratios for children in childcare among the available rooms/ staff.
- Propose and purchase supplies as needed.
- Put together craft supplies and toys for off-site childcare services
- Make requests to the childcare director and the executive director for major purchases for the childcare service. Assist with these purchases as required.
- Organize theme party days and decorate the childcare room related to the theme.
- Organize special yearly childcare events such as the Halloween party, Valentine Event, a number of Drop-In activities per session.
- Organize and recruit volunteers for childcare events. Set up a committee for events when needed.
- Correspond on a daily basis with moms requiring occasional childcare and keep track of the numbers using occasional childcare.
- Record and ensure statistics of program are up to date

Health and Safety Protocols

- Ensure that the child to childcare staff ratio, set by the Board of Directors and regulations, is followed at all times.
- Keep track of the children in the service who have medical conditions, health issues and allergies and make sure all childcare staff have necessary information and ensure procedures are followed.
- Ensure that the parent/guardian of a child with an EpiPen has signed the special emergency waiver and provided a photograph of the child.
- Follow all safety guidelines set by the Board of Directors including the fire emergency procedures.
- Periodically review accident prevention skills with the childcare staff whenever warranted.
- Prepare an incident report to document an accidental injury to a child while in the childcare service according to the policy and procedures established by the Board of Directors.
- Help to coordinate and participate in the two year re-certification in cardio-pulmonary resuscitation techniques (CPR) of all childcare staff.
- Review the contents of the first aid kits; replace expired items.

Interpersonal Relationships and Community Building

- Act as the primary liaison between the West Island Women's Centre's childcare service and members and non-members using the service.
- Welcome new and potential members to the childcare service. Assist with childcare registration on open registration days, as required.
- Ensure that the Women's Centre's childcare policies as stipulated in the *WIWC Member's Guide* are followed by members. Remind members of the policies when necessary. Report any difficulties experienced with members in this regard to the Executive Director.
- Oversee the implementation of the childcare rules and regulations stipulated in the *WIWC Member's Guide*. Inform the Executive Director and Childcare Director when these rules and regulations are not followed.
- Prepare communications regarding childcare in the Centre's newsletter.
- Be available to answer questions from members about the experience of their child in the childcare environment including any behavioral issues.
- Correspond with members on a daily basis regarding absences, health issues and all necessary information per absence.

Skills and Abilities

- Certificate in Early Childhood Education.
- Childcare leadership experience.
- Experience in a community organization is an asset.
- Highly motivated, efficient, adaptable, positive and energetic profile.
- Ability to provide recommendations for program improvement based on effective information gathering, analysis and communication.
- Establish and maintain good interpersonal relationships.
- Work autonomously and in a team environment.
- Active listening/comprehension.
- Time management/organizational skills.
- Oral and written comprehension skills/expression skills.
- Bilingual in French and English

Please forward your resume by email to: director@wiwc.ca

Submission deadline: September 27th 2022