



RSCL is a medium sized non-profit agency that provides support and services to children and adults with developmental disabilities. We are currently seeking a:

### **Manager, Daycare/Preschool - Treehouse Early Learning Centre**

The Child Care Centre Manager is part of team that is responsible for the daily management of Treehouse Early Learning Centre. Responsibilities include development, delivery and management of the Daycare/Preschool program in order to ensure a safe, stimulating and developmentally appropriate environment for children ages 3-5. The successful candidate will have strong skills and abilities in program development. The Manager will maintain accurate records for children in the program, while maintaining Licensing and Accreditation standards and compliance.

#### **Responsibilities:**

- Develop and implement a program for the children which is inclusive for children of varying abilities and cultures
- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program
- Ensure the provision of nutritious snacks
- Provide weekly and monthly schedules of activities
- Be familiar with emergency procedures
- Supervise, coach and encourage staff
- Evaluate staff performance
- Provide opportunities for staff training and development
- Manage the administration of the child care program
- Facilitate/participate/develop/implement goal plans for children who require extra support
- Keep parents informed of program expectations, program activities and their child's progress
- Develop and maintain current, accurate files for the children
- Prepare and monitor the program budget in conjunction with appropriate Director
- Approve purchases within established spending limits
- Receive and record child care fees, Subsidy and the Child Care Operating Fund
- Provide monthly report to Director
- Enrollment of families
- Perform other related duties as required

#### **Requirements/Qualifications:**

- Formal training in Early Childhood Development
- 5 years recent experience, and at least 2 years in a supervisory role
- Excellent communication, presentation and interpersonal skills
- Strong organization and computer skills

#### **Please send resumes by July 17, 2017 to:**

Richmond Society for Community Living c/o Human Resources Department  
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