

Jasper Crescent Daycare and Out of School Care

A ministry of Grace International Baptist Church

Daycare Director Position

Jasper Crescent Daycare and Out of School Care (OSC) is looking for a permanent full-time director for both the daycare and of out of school care programs. With over 40 years running, Jasper Crescent is a 55-space center for both programs.

Qualifications

- Diploma in Early Childhood Education
- Minimum 3 years experience in a child care setting
- Valid BC License to Practice
- Emergency Child Care First Aid/AED/CPR Level B certification
- Clear Criminal Record Check
- Valid BC Driver's License and possessing a vehicle for light travelling (required for purchasing food and supplies)
- Basic Food Safe Certification
- Previous administrative and supervisory experience
- Ability to develop and motivate staff, create a positive and supportive work environment, work collaboratively with parents and staff
- Proven decision making and problem-solving skills
- Excellent communication, organizational skills, and prioritizing skills
- Knowledgeable in BC Child Care Licensing Regulations, and ability to fill out Incident Reports
- Basic understanding of Microsoft Publisher, Word, Excel.
- Basic knowledge of navigating computers, accessing files, and creating PDF files
- Basic knowledge of available community supports

Key Responsibilities

- Supervise daycare staff
- Advertise and market in the community
- Maintain program budget
- Attending Daycare Committee meetings (once every two months)
- Recruit substitutes
- Create and maintain parent handbook policies and procedures
- Maintain program website
- Liaise between Licensing Officer and Board
- Book outings and communicate with both OSC and daycare supervisors
- Evaluate staff performance

- Apply for community grants and child care operating funding program (CCOF) FRI, WE, through the MCFD
- Assist parents with Childcare Subsidy Applications
- Create informative monthly calendars to ensure parents are kept updated with programming
- Assist in organization of annual program plans for Summer and Christmas
- Develop and maintain current, accurate, and confidential files

Salary & Benefits

- The monthly starting salary is \$3,825.00 and is based on working a 40-hour week.
- This position offers extended health and dental benefits

To apply

- Email your resume to pastor.tanner@outlook.com
- We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.