

QUADRA CHILDREN'S CENTRE

DESCRIPTION:

Our centre is seeking applications for an **Executive Director** position who is both an innovative program manager and experienced business leader. Within this role, we offer the successful candidate the opportunity to work in a beautiful, nature-based setting that provides a dynamic program for children, on a flexible schedule with remote working considerations.

JOB SUMMARY:

The Executive Director (ED) of the Quadra Island Children's Centre will ensure the provision of quality, inclusive child care services and the development and management of procedures required for carrying out the policies, goals and objectives of our society. A dedicated leader, our ED is enthusiastic about operations and motivated by identifying and implementing business process efficiencies through documentation and digitization efforts. Our ED has the ability to offer support to team leads, engage with parents and partner with community vendors through an adaptable, yet policy driven, approach.

QUALIFICATIONS:

- Management experience, ideally having worked in an environment related to child care, business professionals with related experience within the human services sector
- Management of a non-profit society and experience in the administration of that society, specifically childcare licensing and quality standards
- Management of people, including all HR related duties, recruitment and mentorship of staff team
- Excellent communication skills, strong interpersonal communication skills with children, families and other staff
- Ability to relate to people from a wide range of backgrounds, understanding and valuing diversity
- Demonstrated ability to exercise good judgment, critical thinking, and creative problem solving
- Demonstrated ability and strong interest integrating the BC Early Learning Framework in a child care program
- Ability to plan and implement and manage innovative programming based upon the age and emergent needs of children, setting up suitable play-based environments for young children;
- Commitment to the ECEBC Code of Ethics, including confidentiality and privacy of information
- Ability to handle emergencies skillfully and calmly and in compliance with Child Care Regulations
- Exceptional office management skills, computer skills and ideal ability to work with a full range of modern software in order to increase centers efficiency
- Project Management experience and or coordination considered an asset
- Website, social media management coordination considered an asset
- Early Childhood Education Diploma (ECE) is ideal however not required and a combination of experience and skills will be considered to meet this qualification
- Valid First Aid Ticket
- Criminal record check for working with vulnerable populations

TO APPLY:

Please email your resume to: gccboard@gmail.com

We appreciate all interest in the role however only those parties that are shortlisted will be contacted. Thank you for your interest in our centre.