

Director of Childcare and Early Learning (Qualified ECE encouraged to apply)

BGC of Central Vancouver Island (BGCCVI) is a registered non-profit and charitable organization serving over 1200 children, youth, and families at 15 locations in Central Vancouver Island area, through enriching programs. This position will provide a challenging and satisfying career opportunity for those seeking to make a positive contribution to the future of children and youth.

The Director of Childcare and Early Learning reports to the Executive Director and is responsible for operations, leadership, and development of the childcare and early learning business unit through multi-site management. The key responsibilities of the role are to lead the business unit's fiscal and financial management as well as support staff recruitment and retention, customer service, enrollment, and community relations.

Job Duties (not an exhaustive list)

- Plans, organizes, controls, and directs the provision of services for assigned new and existing BGCCVI programs, services and /or projects within the Child Care and Early Learning Services portfolio.
- Ensures effective program/service delivery consistent with agency mandate and policy, legal, contractual, budgetary, and other requirements.
- Maintains and ensures embedding of policies, processes and procedures in alignment Community Care and Assisted Living Act, Community Care Licensing Regulations and CARF required standards, all to ensure best practices
- Along with the Executive Director, identifies, evaluates, and leads the service delivery areas of Childcare and Early Learning by identifying, evaluating, and making recommendations for program expansion or consolidation.
- Determines program, resource/budgetary, operational, and organizational requirements for all new and existing CCEL programs and develops comprehensive plans and strategies to achieve outcomes/objectives.
- Develop and implement policy and procedures to standardize CCEL operations.
- Responsible for leading, directing, empowering, and creating a positive culture with Child Care and Early Learning program staff.

The successful candidate must meet the following requirements*Education*

- A degree in Child and Youth Care, Early Childhood Education, or equivalent discipline.
- Knowledge and skills typically acquired through a combination of education and experience; operational/administrative management, planning, organizing, human resources, analytical and communications.

Experience

- Minimum of five years plus of progressively more responsible program management and supervisor experience preferably in the community social service sector with 3+ years of multi-site management.
- Demonstrated and in-depth working knowledge of community-based programs and services, applicable legislation, and policies.
- Working knowledge of the BC Early Learning Framework
- Operational expertise in budget management (\$3+m).
- Knowledge of accounting, business systems, Government Childcare Subsidies, and personnel management practices.

Knowledge, skills, and abilities

- Excellent oral, written, facilitation and interpersonal skills.
- Demonstrated teamwork, leading and supervisory skills.
- Well-developed planning, organization, and administrative skills.
- Strong understanding of programming details and the ability to work effectively with program staff and volunteers.
- Ability to establish and maintain strong working relationships with community partners, stakeholders, funders, and other community organizations.
- Knowledge of and experience working in a licensed program environment.
- Training/experience in Positive Behaviour Supports and Trauma Informed Perspectives.
- Experience working in a CARF accredited organization is an advantage

Compensation Package

- Competitive salary based on experience (*eligible for ECE-WE)
- Full-time, permanent position
- Benefits package
- 50% saving on childcare fees
- Paid vacation; paid sick time; paid training
- 12 paid statutory holidays

Location: Nanaimo or Parksville



2290 Bowen Road
Nanaimo, BC V9T 3K7
250-754-3215
BGCCVI.com

Please send your cover letter and resume to Executive Director klove@bgccvi.com

BGC Central Vancouver Island is an equity employer and encourages applications from persons with disabilities, members of visible minorities, Indigenous people, people of all sexual orientations and genders, and others who may contribute to a diverse and inclusive staff team. We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.