

Supervisor, Licensed Child Care

Hourly Rate: \$30.50/hour

This rate includes the Wage Enhancement Grant.

Location: Viola Desmond Early Learning Centre

Hours: 40 hours/week

Reports To: Program Manager, Licensed Child Care

Number of Vacancies: 1

Position Type: 8-month Maternity Leave Contract starting July 2025

Why work for Milton Community Resource Centre?

MCRC goes beyond the traditional 'check in the box' approach to employee development by recognizing creativity, innovation and the work contributions of each employee that aligns with MCRC's strategic objectives. We have a wide variety of programs and services that allow our staff to explore various career opportunities within the organization. All employees are provided with a free membership to The Halton Resource Connection that allows them to access resources, materials and professional learning opportunities to enhance their programs and professional knowledge. We believe in the importance of providing wellness opportunities that support employee's mental, physical and emotional health.

We're looking for someone who:

- Has 5 years' experience working in a child care setting with minimum 2 years in a supervisory/mentoring role.
- Has experience working in an early learning and child care environment and can fully support every age group and function within the programs.
- Has a strong understanding of legislative and municipal requirements including the CCEYA and current public health guidelines.
- Has experience developing and implementing an inquiry-based program following the Reggio Emilia philosophy and guided by the interests of the children.
- Can build upon the foundational knowledge of the "How Does Learning Happen?" and the Developmental Relationships Framework.
- Is culturally sensitive and endeavors to remove all barriers which prevent acceptance and accessibility for children and Educators in the classroom.
- Has an awareness of community resources available to support children, youth and their families.
- Can build rapport and develop relationships using excellent interpersonal skills.

Every day, you will support the operations of licensed child care programs by:

- Being responsible for the administration and operation of Viola Desmond Early Learning Centre ensuring the physical, cognitive, emotional and social development of children in accordance with the CCEYA and MCRC policies and procedures.
- Applying pedagogical guidelines, providing program support to staff, ensuring the implementation of best practices for meeting children's needs, monitoring program activities and evaluating programs.
- Supporting inclusion of children with behavioral challenges and differing abilities to foster their development, growth and success in the program and working collaboratively with their parents/caregivers and early childhood specialists.
- Monitoring community needs for the responsible management of the program's registration, enrollment and waitlist.
- Ensuring anaphylaxis, food intolerances and cultural needs are posted and followed by all staff.
- Implementing emergency procedures and responding appropriately when required
- Ensuring compliance with Ministry of Education, Ministry of the Environment, Halton Region Public Health, the Town of Milton Fire Department and MCRC's policies and procedures
- Determining staffing needs based on enrollment, ratio and space availability, always ensuring appropriate staffing ratios, arranging for supply staff as required
- Providing staff supervision and administration in an environment that is inspiring and motivating
- Supporting MCRC by participating in school and community events including social, appreciation and fundraising events.
- Identifying building/facility maintenance needs and coordinate necessary resolutions with the Program Manager
- Perform other duties as assigned

As a Licensed Child Care Supervisor, you will:

- Have a reliable means of personal transportation to travel between MCRC locations and MCRC's head office, 410 Bronte Street South, Milton.

Prior to employment the successful candidate will have:

- A degree/diploma in Early Childhood Education.
- Proof of registration with the College of Early Childhood Educators.
- Current Standard First Aid/CPR C certification from a WSIB approved training partner.
- Criminal record check with vulnerable sector screen dated within past six months.
- Dated immunization records for MMR, DTP, Polio and 1 step TB test.
- Valid Safe Food Handling certification.

MCRC is committed to diversity and accessibility. To this end, MCRC endeavors to reflect the cultures, languages, and abilities of the families we serve, in our programs, services and employment practices. Please identify if you require any accommodation during the recruitment process in your application email.

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