

## Melfort Daycare Co-operative Job Description

<b>Job Title:</b>	Director
<b>Salary Range:</b>	\$35,000 - \$45,000 Annually, plus Wage Enhancement Grant (as available)
<b>Location:</b>	Melfort, SK
<b>Reports to:</b>	Executive Director
<b>Temporary PT:</b>	.5
<b>Date:</b>	Start date: November 1 <sup>st</sup> , 2024, End date: October 31 <sup>st</sup> , 2025 October 18 <sup>th</sup> , 2024

**Melfort Daycare Co-operative (MDC) Summary:** The MDC is a non-profit organization that operates out of three locations within Melfort, SK. It is governed by a Board of Directors composed of parent volunteers and monitored/ licensed by the Saskatchewan Early Learning and Child Care Branch through the Ministry of Education. The daycare provides high quality childcare services for up to 105 children ranging from 6 weeks to 12 years of age. The mission of the Melfort Daycare Co-operative is *“To provide access to affordable, licensed and quality childcare and early learning programs that meet the needs of families in Melfort and the surrounding area. To provide a caring, safe, fun, and stimulating environment that fosters individual growth and development - physically, cognitively, emotionally and socially. We strive to assure parents’ complete peace of mind and want all children to look back warmly at their experience at the Melfort Daycare Co-operative, forever remembering it as a cherished part of their childhood.”*

**Job Summary:** The MDC Director is responsible for all duties outlined in the Early Childhood Educator job description (see attached), along with supporting the Executive Director in the successful leadership, overall management, and operations of the daycare according to the strategic direction, and policies set by the Board of Directors. The Director divides their time between helping staff members carry out activities and assisting the Executive Director in performing administrative duties. The Director promotes the cognitive, social, physical, and emotional growth of the children under his/her care and works with the Executive Director and daycare staff to create an environment of learning while keeping parents informed of the progress of their child(ren).

### Definitions:

- ‘Caregivers’ refers to parents, guardians, or other individuals who are responsible for the well-being of the children outside of the daycare.
- ‘Staff Members’ refers to early childhood educators, cooks, etc. that report to the management team.

**Internal Relationships:** Staff Members, Student Placements, Bookkeeper  
Board of Directors  
Caregivers (families and children)

**External Relationships:** Ministry of Education  
Local Public Health  
Other Provincial and Municipal Governments  
North East School Division (NESD)  
Social Services  
Child Care Community

**Responsibilities and Duties:**

The job responsibilities and duties for the Director are in conjunction with the Early Childhood Educator Job Description and include but are not limited to the following and any other duties delegated by the Executive Director and/or Board of Directors.

- **Supervise facilities** when the Executive Director is absent, by administering and directing complete day to day operations of the organization and ensuring the facilities are safe. This includes but is not limited to: checking that occupational health and safety measures, policies and procedures, and child care laws are adhered to, conducting routine fire drills, confirming adequate staffing, removing hazards and ensuring the facilities are always clean and orderly. Travel between the three sites is required.
- **Oversee staff** by assisting the Executive Director to interview, hire, and train new staff members. Monitor and evaluate new staff members prior to the completion of their probationary period and provide that insight to the Executive Director. Onboard and supervise student placements. Provide leadership, coaching and mentoring to staff members as appropriate to improve performance and create a positive, diverse and inclusive work environment. Adjust/ confirm work schedules, conduct disciplinary action and dismissals of staff when the Executive Director is absent. Assist the Executive Director in hosting monthly staff meetings and help resolve any staff related issues or problems as they arise in a professional, timely manner. In conjunction with the Executive Director, educate all staff members about professional development opportunities either on site or through attendance at seminars, workshops, webinars and courses. Delegate duties to staff members as appropriate.
- **Financial Tasks** include providing insight and suggestions for the upcoming year's budget to the Executive Director and working closely with the Executive Director to stay within the finalized budget throughout the year. Upon approval from the Executive Director makes purchases for equipment, repairs and supplies. Submits payroll when the Executive Director is absent and consults with the MDC bookkeeper when needed.
- **Development and implementation of learning plans and programs** in collaboration with the Executive Director and staff members to meet provincial requirements and caregivers' expectations. Verifies the programs provided are inclusive and keep up with emerging trends and best practices of early childhood development and learning. Evaluates the quality of the program with the Executive Director annually and makes the

required changes. Attend workshops/ training to enhance administrative skills. Contributes in creating a child friendly learning environment that protects and respects the rights of all children.

- **Meet with caregivers** as required to keep caregivers up to date on their child's development and progress. In consultation with the Executive Director, contact the caregiver and provide leadership when dealing with difficult situations related to child behaviour and/or development issues. Deal with caregiver complaints and/or concerns by adhering to the MDC policies and procedures. Create an inclusive environment that welcomes caregivers and provides opportunities for parents to participate in the program. Provide support and resources to caregivers and children (apply for grants as needed). When the Executive Director is absent, respond to all inquiries from prospective families, current families and/ or regulatory bodies within 1 to 2 business days.
- **Market the MDC** in collaboration with the Executive Director and Board of Directors in creating and promoting a marketing plan to enhance awareness of the MDC and its services. Participate in networking and community relations activities when the Executive Director is absent. Assist the Executive Director in creating partnerships, good working relationships and collaborative agreements with local educational institutes, funders, community groups, and other organizations to help achieve the goals of the daycare.
- **Assist Board of Directors** in implementing the strategic plan used to guide the daycare (specific program and service goals). Attend board meetings and provide a monthly report. Conduct official correspondence on behalf of the board as appropriate and jointly with the board when the Executive Director is absent.
- **Evaluate Risk Management** by identifying and evaluating the risks to the daycare's caregivers, children, staff, management, property, finances, goodwill and image and collaborate with the Executive Director on how to measure and control these risks.

#### **Qualifications:**

#### **Skills and Abilities**

- Ability to plan, develop, implement, and monitor a strong early childcare program
- Strong interpersonal skills, capable of creating respectful, nurturing, and empowering relationships in building a cohesive team
- Ability to respond to emergencies, hostile behaviour and maintain control in high stress situations
- Ability to think strategically, set priorities, and plan to achieve goals
- Ability to manage confidential information and situations in a professional manner
- Demonstrate sound judgement and excellent communication skills (written and verbal)
- Analytical skills related to budgeting and financial management

- Ability to work cooperatively, foster a climate of shared respect, and collaboration in managing staff members

### **Experience**

- Minimum 1-2 years' experience working in a child care management position desired
- Demonstrates knowledge and understanding of provincial child care regulations and laws, occupational health and safety, non-profit organizations and collective bargaining agreements
- Demonstrates knowledge and skills in human resource management, financial management and risk management
- Knowledge of techniques for developing children as well as children with special needs

### **Education and Professional Certification**

- Degree or Diploma in Early Childhood Education (ECE Level preferred)
- Valid Standard First Aid and Level "C" CPR Certification
- Proof of a satisfactory Police Vulnerable Sector Check
- Valid Class 5 Driver's License