

PASTORAL DAYCARE DIRECTOR JOB POSTING

Summary of Position

Evangel's Pastoral Daycare Director is the lead supervisor/administrator over our childcare centre and is responsible for the day-to-day operations, program planning, staffing, child enrollment, safety, funding, strategic planning, and spiritual life of our centre. This full-time salaried position reports to the Lead Pastor and is also accountable to the Board of Directors. The Pastoral Daycare Director is responsible for providing leadership in keeping with the education standards of the Ministry of Education Early Years Division, as well as the core values and Christian principles of Evangel Church.

Key Responsibilities:

- Oversees the day-to-day operations of the daycare including programming, documentation, health and fire safety and implementing policies and procedures in accordance with Ministry Standards
- Manages Human Resources including hiring daycare staff, maintaining staff records, chairing staff meetings, professional development
- Oversees all aspects pertaining to child enrollment including marketing and providing tours, maintaining a wait list, maintaining documentation/records and interaction and support of daycare families
- Oversees all financial aspects of the daycare including government funding, grants, subsidies, capital expenditures and budgeting
- Maintains high communication between daycare and church and attends monthly Board Meetings as well as regular pastoral staff meetings

Qualifications:

- Must have an ECE Diploma or equivalent from an accredited College or University and be approved by the Ministry of Education Early Years Division
- Must be registered and a member in good standing with the Ontario College of Early Childhood Educators (OCECE)
- Must have a minimum of 2 years experience working in a licensed child care setting with a variety of age groups, 3-5 years supervisory experience an asset
- Previous experience in a church ministry setting an asset
- Strong understanding of current theories including Emergent Curriculum, HDLH (How Does Learning Happen) and ELECT (Early Learning for Every Child Today)
- Strong knowledge of government legislation (Child Care and Early Years Act, Public Health requirements, Fire Code)
- Must have a current Criminal Reference Check/Vulnerable Sector Screen, Standard First Aid and CPR certification

Key Competencies:

- Strong communication skills with the ability to articulate directions, ideas, and information
- Sound judgment and decision making skills with the ability to effectively administer/ reinforce policies as appropriate
- Strong problem solving skills with the ability to analyze and diagnose issues and reach solutions and the ability to work in stressful situations and adapt quickly
- Strong relationship development skills with the ability to build a good rapport with staff, families and the community
- High energy level, creativity and a love for children
- Strong Christian faith and a desire to serve

Email Resume with covering letter to: Pastor Rick Busse at rick@evangelcommunity.ca
or

Mail to: Pastor Rick Busse
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