BGC South East is currently seeking the following position:

**Manager, St. Genevieve Licensed Programs (Daycare & Before and Afterschool)**

**Job Posting Details:**

**Location - St. Genevieve Catholic School (386 Holden Street)**
**Position Timeline - Monday to Friday (between the hours of 7:30am & 5:30pm, occasional evening or weekend as required)**
**Tentative Start Date - November 2026**
**Hours - 40 hours/week**
**Rate - $26.00/hr plus Wage Enhancement and workforce development**
**Annual Wellness Package**
**Vacation days**
**Additional details to be discussed during interview**

## Overview:

The ***Manager, St. Genevieve Licensed Programs (Full Day Daycare & Before and Afterschool Programs)*** will report directly to the Supervisor, Integration & Inclusion. This position will be tasked with a wide variety of responsibilities, including managing staff, interacting with parents, and operations and managing inventory. This position will also be responsible for the management of all current and potential new Licensed Programs located at St. Genevieve Catholic School with the support of the Supervisor, Integration & Inclusion.

**Key Responsibilities:**
**Program Implementation, Staff Development, & Support**

- Responsible for designing and Implementing licensed programming following all Ministry guidelines and BGC policies and procedures
- Work to support staff to ensure daily routines, program structure follow best practices and that these support the age and developmental stage of the children being cared for
- Supporting with hiring new staff, providing training, and constantly monitoring staff members to ensure they're accurately performing assigned duties and responsibilities (ensuring their CPR/First Aid is updated regularly, professional development plans and Performance reviews are completed)
- Review classroom attendance, make sure attendances are up to date and numbers recorded in each classroom.
- Monitor and ensure daily logs in all classrooms are completed daily including communication logs with parents. Monitor Classrooms postings are up to date, especially postings for Anaphylactic, Medical plans, menus and Program Plans.
- Maintain daycare equipment and assist in housekeeping duties.
- Ensuring BGC South East St. Genevieve is a welcoming environment to children, families, and educators
- Replace any staff absences/vacations
- Be able to work flexible hours to accommodate the centre when required.
- Provide support and resources to all program staff regarding programming, staff development, training and policies and procedures.
- Plan and attend regular meetings with all staff members.

- Evaluate staff members through staff evaluations.
- Manage and support administrative tasks.

**Administrative Requirements**

- Ensuring daily administrative tasks related to the licensed guidelines (updating rosters, member files, immunization records, etc) are complete.
- Completing monthly invoices/billing for families
- Purchasing monthly program supplies and completing monthly inventory.
- Managing registrations and databases with member information and program statistics.
- Creating spreadsheets, forms, templates and documents for tracking and reporting purposes as required.
- Completing licensed monthly budget reporting
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**Community Connections/Involvement**

- Maintain relationships with key stakeholders such as: school personnel and building management, Public Health, and all other third-party providers for the centre
- Communicating with parents and community members/partners/agencies regarding current and upcoming programming or events
- Knowledge of all BGC programs, as well as other community partners and agencies who use the facility, to be able to direct and provide information when asked

**Job Requirements:**

- Registered Early Childhood Educator (RECE).
- Proof of registration with the College of Early Childhood Educators
- Previous working experience with Infant - 6 years is required
- 3-5 years experience in a child related/daycare field and leadership role.
- Vast and deep knowledge of the Daycare Licensing Manual as well as How Does Learning Happen and the ELECT documents
- Current Standard First Aid/C.P.R. LEVEL C - certification.
- TDP (TDAP/Adacel/10 year booster) and MMR immunizations must be up to date.
- Criminal Reference Check (including Vulnerable Sector Check) completed within the past 6 months.
- Valid Drivers Licence/ Reliable transportation required.
- HIGH FIVE PHCD certificate is an asset.

**Application Process:**

Submit resume and cover letter indicating position applying for to the attention of:
**HR Administrator**
hr@bgcsoutheast.ca

Please note that BGC South East will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements and we will do our best to accommodate.
**We thank all those who apply, however only successful candidates will be contacted for an interview.**