Borden Family Resource Centre
Le Centre de ressources à la famille de Borden

The Borden Family Resource Centre is a not for profit, registered charity which provides a range of services and resources which support the quality of life to the Canadian Armed Forces community posted to CFB Borden.

Child Care Manager
New Full-time position
37.5 hours/week
$49.95/hr

The Child Care Manager is responsible for the overall operational, financial, and educational leadership of the licensed and unlicensed child care services within the Centre. This role ensures safe, nurturing, and high-quality learning environments while maintaining strict compliance with provincial licensing regulations, health codes, and organizational policies.

Qualified applicants possess the following:
Diploma in Early Childhood Education (ECE) or a bachelor's degree in child development, Education, or a related field. Registered with the Ontario College of Early Childhood Educators. 3 years Supervisory experience in Child Care settings and in Personnel management.

Competencies
Ability to communicate effectively in both French and English;
Demonstrated experience and knowledge in understanding the principles of the non profit sector and community development model;
Demonstrated experience in the supervision of community and family support programming;
Experience in budget administration, project management, personnel administration and business planning;
Proficiency in Microsoft Office; Internet, MS Teams, WebEx, and Zoom;
Valid Standard First Aid and CPR certificates;
Excellent organizational, interpersonal and communication skills;
Excellent judgement, initiative and leadership skills;
Creative, strategic and visionary thinker;
Ability to deal tactfully, courteously and effectively with staff and the public;
Ability to work with minimum supervision;
Awareness of relevant legislative Acts;
Extensive knowledge of provincial child care legislation and licensing requirements.
Understanding and sensitivity to the unique needs of the military lifestyle;
Ability to effectively collaborate with community partners;
Ability to work well independently and in a collaborative team environment;
Prepared to work flexible hours.

Applicants are invited to forward their cover letter and resume by November 20, 2026 at 4:30 pm by email to BFRC-CFRB_HR@forces.gc.ca - Selection Committee – Child Care Manager

The Borden Family Resource Centre is committed to improving access and opportunities for individuals with disabilities in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accommodations are available on request for candidates taking part in all aspects of the selection process.

A criminal record check and vulnerable sector screening will also be required as a condition of employment for this position.

The Borden Family Resource Centre wishes to thank all applicants. Individuals being offered an interview will be contacted.