



EDMONTON GARRISON MILITARY FAMILY RESOURCE CENTRE JOB DESCRIPTION

POSITION:**Child Care Program Assistant Director****REPORTS TO:****Child Care Program Director****CATEGORY:****Full-time Salaried (40 hrs per week)****SUMMARY:**

The Child Care Program Assistant Director assists the Child Care Program Director in maintaining agency and provincial licensing standards and the overall day-to-day supervision of the Child Care Programs. In consultation with the Program Director, this position oversees the daycare budget, child care licensing and grant requirements along with staff management requirements.

Child Care:

- Work, as required, in direct delivery of child care to ensure appropriate levels of staffing as per agency and licensing regulations.
- Attend to the primary needs of the children.
- Facilitate proactive behaviour management and conflict resolution.
- Complete documentation and observations to support programming.
- Plan, document, and implement activities that stimulate interest and address the individual social, physical, language/literacy, intellectual, creative, and emotional development of the children.
- Abide by all policies and regulations.
- Maintain a clean, safe, and orderly environment.

Program and Service Development:

- Ensure the Child Care Programs continually meets Alberta Licensing, and other child care authority standards.
- Develop and maintain, in cooperation with program staff, service and program plans that meet all licensing guidelines.
- Ensure developmentally appropriate programming is happening throughout child care areas.
- Evaluate programs both formally and informally on an ongoing basis that is compatible with the MFRC's overall evaluation plan and make changes to program areas as required.
- Provide secondary supervision of Child Care staff including orientation, regular room observations, training, coaching, mentoring and ongoing evaluation.
- Lead and mentor Child Care staff in the development and implementation of proactive behavior management and conflict resolution.
- Lead and mentor Child Care staff in the integration of activities that stimulate interest and address the social, physical, language/literacy, intellectual, creative and emotional development of the children.
- Lead and mentor Child Care staff in fostering the development of the children, to create a safe and secure environment in which children can strengthen skills in developmental domains.
- Assist in sourcing and planning relevant professional development opportunities for Child Care staff.
- Assist the Program Director to develop, maintain and update policies and procedures for program areas and ensure compliance within Child Care Programs.
- Assist with general administrative duties as they pertain to program areas such as waitlist management, enrollment projections of the programs, billing, record keeping, maintaining client/staff files, purchasing of equipment, supplies, and interacting with parents.
- Responsible for all elements of Child Care programs orientation, tours, and registration.
- Assist the Program Director to ensure all financial matters related to the Child Care Programs are operated within budget and meet projected income levels.
- Review incident reports and advise the Program Director promptly in cases of critical incidents that occur.
- Consider and alert to management any risk management issues related to child care areas.
- Prepare newsletters with support from Marketing and Communications staff.
- Collect and report on statistics and demographic information in a way that ensures client confidentiality, in accordance with the MFRC's agency evaluation and performance tracking plan.
- Assume the administrative and management responsibilities of the Program Director in their absence.
- Perform other duties as assigned.

Community engagement:

- Develop and maintain partnerships with community groups, support agencies, schools, and other organizations to enhance service delivery to CAF families.
- Develop networking opportunities within the military community, other MFRCs, and the larger community as required to create and maintain a network of resources and referrals for families.
- Establish and maintain partnerships with both military and civilian agencies to ensure a coordinated approach to program and service delivery.
- Foster and maintain close relationships with provincial licensing and childcare authorities.
- Actively engage with stakeholders, through participation on committees and working groups.
- Provide community organizations and service providers with up-to-date information about MFRC.
- Listen and respond to community input and ensure the Deputy Director and Executive Director are advised on any issues that may positively or negatively reflect on the MFRC.

Other:

- Greet all visitors in an amicable and sensitive manner.
- Provide clients with information/referrals on services, programs, and resources available.
- Willing and able to work flexible hours, including evenings and weekends.
- Attend and participate in meetings and committee work and fundraising events as requested.
- Contribute information to assist with marketing and awareness campaigns.
- Work with the communications team to develop resources for families, including print documents, social media/web content, videos, and presentations.
- Undertake any secondary tasking and responsibilities deemed necessary for the efficient operation of the organization and its programs and services.

COMPETENCIES AND BEHAVIOURS:

To successfully meet the requirements of the position, the following competencies and behaviors must be demonstrated:

- Believe in and practice the mission, vision, and goals of the MFRC.
- Represent the MFRC in a professional manner.
- Able to work as a positive member of the team, facilitating a team environment through personal behavior, work contributions and the sharing of experience and knowledge.
- Able to meet deadlines in a timely and efficient manner.
- Effective interpersonal skills under all types of conditions, exhibiting a supportive, positive approach.
- Maintain a high degree of personal initiative with good planning and organizational skills.
- Maintain timely and accurate files and case notes.
- Able to adjust to ever changing needs and handle multi-tasks efficiently.
- Able to be sensitive and tactful in dealing with people under stressful conditions.
- Possess excellent customer service skills.
- Able to work independently and as a member of an interdisciplinary team.

DESIRED KNOWLEDGE, EXPERIENCE AND EDUCATION:

- Degree or diploma in Early Childhood Education, Child and Youth Studies, or similar field or a demonstrated combination of education and training with several years of experience in providing human/family services frontline support.
- Alberta Childcare Certification Level 3.
- Excellent computer skills, and proficient in Microsoft Office.
- Knowledge of the unique challenges of the military lifestyle is an asset.
- Must possess a valid driver's license.
- Three years related experience working with children and families.
- Valid certificate in child/infant First Aid and CPR.
- Experience in supervision of staff.
- Successful completion of a clear Vulnerable Sector Criminal Records Check and a clear Child Welfare Intervention Check.