

Occasional & Respite Child Care Administrator Job Posting – Full Time Term (June 2026 – Sept 2027)

The Occasional & Respite Child Care Administrator is responsible for the administrative oversight of daily operations as well as engaging in program implementation of the Occasional & Respite Child Care program offered at our Halifax and Shearwater sites. This position must balance administration responsibilities with program requirements as an Early Childhood Educator. They must provide a safe, healthy, and supportive learning environment for children from 8 months to 12 years and foster positive relationships with families.

This service supports families to address the three challenges of military life: relocation, absences, and transitions. It is not a provincially licensed program but makes every effort to apply the NS Early Learning and Child Care regulations and best practices.

The successful candidate must hold a Level 2 NS Early Childhood Education Certification. The position requires someone who is passionate about providing quality care to military and veteran families to meet their unique lifestyle challenges.

The candidate must have superior communication and organizational skills, including proficiency in time management and conflict resolution. They must be a creative problem solver who is adaptable to evolving needs and situations. The preferred candidate must value a positive workplace culture and be self-directed in their work to self-manage a variety of responsibilities, including early learning/childcare, family support, and administrative tasks.

Education: NS Early Childhood Educator Classification Level 2 required.

Experience: Previous work with children (infants to school age) and those with diverse needs is required. Previous work in administration tasks, such as staff scheduling, registration, and file management. Previous work mentoring and coaching.

Job Type: Permanent - 35 hours per week

Start Date: As soon as the hiring process is complete

Salary: Position will pay hourly wage based on NS ECE Wage Scale up to ECE Level 2 Classification Step 5

Benefits: Paid vacation will coincide with annual program shutdown times. Paid sick time and personal days, as well as employer-paid Life, AD&D, LTD, health benefits (medical and dental), co-pay Critical Illness insurance, professional development allowance, Group RRSP matching option, and an Employee Assistance Program.



Halifax & Region Military Family Resource Centre
Centre de Ressources des Familles Militaires d'Halifax et Régions

902.427.7788
1-888-753-8827
www.halifaxmfc.ca

Proficiency in English is required. Preference may be given to bilingual (French) candidates.

All qualified candidates must forward a detailed cover letter and resume to: employment@hrmfc.ca.

Only those candidates selected for interviews will be contacted.