

# DAYCARE DIRECTOR JOB POSTING

MAY 2024

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## Grapeview Day Care Centre:

<https://www.grapeviewchurch.org/grapeview-daycare>

**Location:** Grapeview Daycare, St. Catherines, Ontario

Grapeview Day Care Centre is wholly operated by Grapeview Free Methodist Church, a registered charitable organization following a non-profit model. Grapeview Church has operated the Daycare Centre since 1988 as a ministry to the needs of our community. We are a Niagara Region Licensed Childcare Centre operating within the learning framework of *How Does Learning Happen?* Ontario's pedagogy for the early years document.

## Summary:

The Daycare Director assumes responsibility for the overall operation of Grapeview Daycare Centre. The Director is responsible for program planning, working effectively with our staff team, budget development and financial management, working with Daycare families and children, connecting with the community, and overseeing administrative responsibilities related to the day-to-day operation of the Daycare Centre. The Director reports to the Official Board of Grapeview Church via the Daycare Advisory Committee. The Director is responsible for providing leadership in keeping with the philosophy/mission of Grapeview Daycare, the Code of Ethics and Standards of Practice of the Early Learning and Childcare programs and The Child Care and Early Years Act.

## Areas of Responsibility:

- 1. Program Development, Planning, Implementation, and Evaluation:** The Director works closely with the Church's Daycare Advisory Committee and the Centre's teachers and staff to create learning plans or programs that meet Grapeview Daycare's philosophy and goals via regional, provincial, and federal **requirements** and parent expectations.
- 2. Oversee Staff Team:** The Director will provide direction and supervision of staff through orientation, training, coaching, performance reviews, disciplining, etc., to develop a harmonious work environment conducive to the well-being of children in our care.
- 3. Administration:** The Director provides oversight of budget development and financial management, as well as developing policy and practice related to fees, funding, enrollment, facility management, staff payroll, and record-keeping.
- 4. Compliance:** The Director is responsible for meeting and maintaining all Occupational Health and Safety Standards, knowledge and understanding of the Childcare and Early Years Act, as well as Occupational Standards and Code of

Ethics for the ECE and Administration, and any other regulations applicable to running a daycare.

5. **Community Relations:** The Director is responsible for developing and implementing an ongoing marketing strategy to promote awareness of the facility and its services.

**Job requirements:**

- **Bachelor's degree** in a related field (early childhood education, education, or child development); Registered Early Childhood Educator (RECE) certification
- **Business management** (certificates/experience in office administration, bookkeeping, policy compliance)
- **Classroom experience** (3-5 years experience as an early childhood or elementary classroom teacher)
- **Communication skills** (proven skills in oral and written communication; experience with related information technology and software)
- **Leadership skills** (ability to motivate staff, respond to crises, resolve conflicts)

**Relationships:**

Reports to: Grapeview Official Board  
Subordinate Staff: Employees of the Daycare Centre  
Other Contacts: Parents, Church staff, Community, and Service providers  
External Contacts: Other childcare providers, such as Niagara Region, ECCDC, etc.

**Compensation:** Joining Grapeview Daycare is a chance to be part of a wonderful adventure. We provide exceptional childcare for the community, and you will be part of an organization that prioritizes our collective well-being. Grapeview Daycare offers a supportive and collaborative work environment.

- Competitive salary (range **\$62,000 - \$65,000**)
- Health benefits
- Paid vacation
- Access to professional development funding
- Access to special projects funding.

**How to apply**

Submit your updated resume and a cover letter to [Daycareoperations.grapeview@gmail.com](mailto:Daycareoperations.grapeview@gmail.com).