



# Cedar Cottage Neighbourhood House

3973 Dumfries Street, Vancouver, BC V5N 5R3 Tel: 604 874-4231 Fax: 604 874-7169 www.cedarcottage.org

## Internal / External Posting Director of Child Care Programs

Cedar Cottage Neighbourhood House (CCNH) seeks a dedicated, and experienced Director of Child Care to lead and enhance our high-quality child care programs, proudly serving the community since 1972. Reporting to the Executive Director, the Director of Child Care Programs is responsible for overall leadership, administration and management of Childcare at CCNH including human resources, financial management, facilitating program development, and equipment/materials.

The Director of Child Care Programs will be a strong leader and able to activate the early learning framework to enrich the lives of the children and families in our programs.

The Director of Child Care Programs will have an important role to lead the start up of a 37 space child care program as part of the Cedar Cottage Redevelopment Project. It is an exciting time, and we are looking for the right person to share and to engage others to be part of the amazing next steps for Cedar Cottage Neighbourhood House.

### Duties and Responsibilities

#### Program Management

- Human Resource Management: The Director assists in the development of progressive human resource practices in collaboration with the Executive Director and Operations Manager. This position is responsible for overall human resource management for all staff working in their designate Childcare Programs including, recruiting, hiring, orienting, supervising, evaluating, terminating, and providing professional development opportunities. The Director supports Program Coordinators in the delivery of HR Policy and Procedures.
- Financial Management: The Director is responsible for overall childcare budget development, contract management and fund development in collaboration with the Executive Director and supporting Program Coordinators in budget management of specific programs.
- Program Development: The Director develops policy and procedures to provide the guidance and framework for quality childcare services. The Director ensures programs and services are implemented within the House's mission, values, policies, and procedures and ensuring that all childcare services meet the vision and philosophy of the Early Learning Framework.
- Operational Management: The Director works with the Operations Team and Program Coordinators in the development of strong administration practices in the full scope of childcare registration, emergency procedures, health and safety, accounting and facility management.
- Collaboration: Works as part of the Association of Neighbourhood Houses of BC Child Care Managers to develop and implement effective and efficient childcare systems across the organization.

### Child Care Start Up

- Developing and working with a project team to oversee all start up functions of a new centre that introduces infant toddler and 3-5 group care to the Cedar Cottage Child Care Portfolio.

### Community Development

- The Director works as part of the Cedar Cottage Management Team to operationalize the mission, goals and values of CCNH. This work includes developing partnerships with organizations, neighbours, colleagues and families to create a childcare hub where children and families thrive.



Association of Neighbourhood Houses of British Columbia

Member Houses: Alexandra, Cedar Cottage, Frog Hollow, Gordon House, Kitsilano, Mount Pleasant, Marpole, Sasamat Outdoor Centre and South Vancouver

## Qualifications:

- A minimum of three - five years of relevant experience at a senior level with responsibilities to manage, lead and open licensed child care programs for children aged 0-12 years.
- Post-secondary education, preferably a graduate degree in Early Childhood and or related field.
- Knowledge of the Early Learning Framework and the tools to build capacity in the CCNH Child Care Programs.
- Able to work collaboratively with senior managers, coordinators and other Neighbourhood Houses.
- Strong interpersonal skills, proven HR leadership ability to guide and motivate staff and volunteers.
- Strong skills in program management and development, administration, HR and financial management with an understanding from a systems lens.
- Ability to use computers and related technologies.
- Able to work with diverse populations in a multicultural context. Must have knowledge about best practices to work with Indigenous and newcomer populations grounded in anti- racism beliefs.
- Experience with the development and implementation of communications strategies.
- Understanding of the Neighbourhood House Model of Service Delivery in the development of placebased strategies to support people to connect, belong and thrive.

## Please submit a cover letter, resume and 3 references:

**Resumes to:** Cedar Cottage Neighbourhood House, 3973 Dumfries Street, Vancouver, BC, V5N 5R3  
**Email:** [hroperations@cedarcottage.org](mailto:hroperations@cedarcottage.org), Director of Child Care Programs in the subject line.  
**Closing Date:** November 18<sup>th</sup>, 2024  
**Hourly Wage:** Band PD11 -\$38.42 (\$70,201) to PD11-\$42.58 (\$77,785)-dependent on years of experience  
**Terms of Employment:** 35 hours per week

No phone calls please. We thank all applicants and only shortlisted candidates will be contacted.

*CCNH is a non-profit, community-based organization located in East Vancouver and is a member of the Association of Neighbourhood Houses of BC. We are an equal opportunity employer. For more information on CCNH please visit: [www.cedarcottage.org](http://www.cedarcottage.org).*

**We acknowledge that we live and work on the traditional unceded homelands of the Skwxwú7mesh (Squamish), x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), and Səlílwətaʔ/Selilwitulh (Tsleil- Waututh) Nations.**

