

EMPLOYMENT OPPORTUNITY

The Salvation Army

Small Blessings Early Childhood Development Centre

POSITION: Director

FACILITY: Small Blessings Early Childhood Development Centre

20 Centennial Drive
Moncton, NB
E1E 4E4



Giving Hope Today

CLOSING DATE: August 25, 2017

Small Blessings Mission: Small Blessings Early Childhood Development Centre exists to provide a wholesome, safe and happy learning environment for all children through modeling the example of Jesus.

Small Blessings is an innovative, award winning and progressive Early Childhood Development Centre that has been serving the Greater Moncton area for 28 years. We have recently expanded with a new 6000 sq. ft. state of the art addition as we continue to meet the needs of our increased number of children and families. With a stellar reputation as a "Centre of excellence" and leader in early childhood education in the Province of NB, our desire is to focus on the earliest years as a means of ensuring we build a foundation that will ultimately produce healthy, productive adults who are able to give back to their communities in a way that will benefit all.

General Accountability Statement:

The Director reports to the Corps Officer (Pastor) or designate and is essentially responsible for the organization's consistent achievement of its mission and organizational objectives.

The Director is accountable for the implementation of all policies and programs related to child development and care, human resources, finance, equipment and facilities, family and community relations and governance of child care.

Duties and Responsibilities:

The incumbent is responsible for the following range of job duties, characteristic, or typical of the job class and these responsibilities will be further expanded through the official position description.

- Supervises programs according to relevant government and Salvation Army requirements; develops relevant policies and procedures, including behavior modification plans and practices and ensures staff compliance
- Develops strategies and recommendations for program staff and volunteer development; handles recruitment, orientation, scheduling, performance management and terminations.
- Directly supervises the Program Supervisor to ensure a planned, age- appropriate program is implemented according to skill, interest and learning levels of the individual child that promote social interaction and personal development and growth
- Markets and recruits new participants, conducts intake interviews and orientation; provides on-going feedback on child's development and behavior
- Networks with other Early Childhood Centers, churches, and social services and other governmental agencies for the benefit of the children and the program.
- Ensures that all information about children, family, staff, visitors and volunteers are strictly confidential; and that activity records and statistics are confidentially secured
- Role models appropriate behaviors and attitudes supporting growth and promoting change for the child and family

- Is responsible for effective risk management; monitors food safety, medication storage/disbursement, allergies, facility cleanliness/maintenance; ensures emergency first aid is provided and reports and keeps incident reports as required
- Is responsible for the preparations of the annual budget and for the design, control and management of the approved budget
- Provides oversight to the preparation of billing statements for families, collect fees as required, follows through on delinquent payments and monitors income and expenses to stay within budget restrictions
- Provides necessary information such as; strategic planning, meeting minutes, building requirements and financial data as required to the CO and DHQ
- Directly supervises the processes of record-keeping, timesheets, reports and/or program evaluations/change recommendations as requested by internal or external sources
- Ensures that the programs meet contractual, legal and internal accreditation requirements; ensures full compliance with child protection legislation and intervenes when necessary
- Remains current in practice through participation in upgrading courses, workshops etc.
- Performs other duties as assigned

NOTE: Not all incumbents perform all of the duties described above but perform a similar range of duties

Minimum Education Level Attained:

The successful job applicant will have completed a Bachelor's Degree or equivalent in Early Childhood Education

Special licenses, diplomas, certifications or requirements:

Must possess or obtain a NB Curriculum Framework Certificate
 Courses in business administration or equivalent experience in finance
 Current Criminal Record check
 Current certification in First Aid/CPR

Minimum prior related experience:

Minimum of three years but less than five years' experience in supervisory/HR responsibilities
 Minimum of three years but less than five years of experience with demonstrated proficiency in Child care standards of practice in a licensed child care setting

Physical effort/dexterity required:

The performance of the job requires a frequent amount of computer work, lifting/moving equipment and children, room set up, teaching, leading, and occasionally intervening in physical confrontations, clearing the facility and putting up wall displays

Precautionary Measures:

The incumbent must take the following precautionary measures in addition to health and safety rules

- Universal Precautions
- Food safe Training
- Immunization for Hepatitis B
- Criminal police Investigation Check
- Appropriate First Aid Interventions

Working Conditions: 40 hours a week Monday through Friday

Please send your cover letter and resume in confidence to:

Hiring Committee
 Moncton Citadel Community Church
 20 Centennial Drive, Moncton NB E1E 4E4
 Email: Lisa_Randell@can.salvationarmy.org

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.