



Supervisor, Ontario Early Years Centre
Permanent, Non-unionized position (35 hours/week)

The Jane/Finch Centre is a community based organization driven by passion, innovation and a strong commitment to social justice, community engagement and collaboration. Our vision is a healthy Jane Finch community – strong, inclusive, socially and politically active through diversity, opportunity and participation. Every year we assist over 16,000 people through our programs and services.

At the Early Years Centre, programs and services are for families and caregivers with children 0-6 years old to enhance parents/caregivers parenting skills. Structured and unstructured early learning activities are provided to facilitate school readiness, problem solving, communication, and promoting early literacy skills.

The Position:

The Jane/Finch Centre is currently filling a full-time position for Supervisor, Ontario Early Years Centre to start in August, 2017 in order to fill a vacancy created by retirement.

Accountability:

The Supervisor, Ontario Early Years Centre is accountable to the Manager of Family and Child Services.

General Responsibilities:

The Early Years programs of the Jane/Finch Centre provide services for children birth to six years old, their parents and caregivers. The types of services provided are early learning and literacy programs, parenting programs, information and referrals to community services/programs and outreach. The Early Years Centre Supervisor is responsible for the management and delivery of high-quality programs and to create best practices and work models for the EYC and beyond. The OEYC supervisor is also responsible for supervising full and part-time staff and is responsible for the day to day operation of the EYC programs.

Key Responsibilities:

- Support the Family and Child Services Manager to ensure EYC/JFC programs and services are in compliance with all EYC/JFC policies and procedures
- Work closely with FCS Manager to ensure high quality programs, based on the *Early Learning Framework* and *How Does Learning Happen*, are planned and implemented
- Participate in hiring staff (developing job postings, job descriptions, contracts), provide supervision and act as a resource
- Ensure administrative responsibilities are completed e.g. staff scheduling, monitoring program supplies and resources, coordinating staff's purchases for snack, setting work objectives; monthly staff schedule, monitoring time sheets, scheduling staff vacation, collecting accurate monthly staff reports
- Support staff in planning, coordinating and evaluating EYC participants' trips and special events
- Through daily observations, ensure that staff facilitate and support parents/caregivers appropriately and are respectful of client's culture and values

- Be available to staff when they have any concerns or recommendations regarding the program and help them to fulfill their responsibilities
- Facilitate staff team building and respond to staff issues to ensure the team is operating to its full potential and mitigating internal conflicts
- Understand, comply and ensure compliance of staff under the Collective Agreement
- Support the development of the quarterly EYC calendar
- Monitor external donations, its distribution, storage and documentation
- Ensure maintenance of the EYC to provide a healthy and safe environment for parents, children and staff
- Facilitate a monthly meeting with the Parents Advisory Committee and communicate relevant information to staff
- Ensure goals and responsibilities of students/volunteers are accomplished through support with program staff
- Be a resource to staff, when needed
- Monitor resource use, material inventories and office supply provisions
- Produce relevant EYC documents
- Organize OEYC satellite's purchase of service agreements
- Ensure MOU's are in place with partner agencies
- Identify and respond to gaps in service/program in collaboration with relevant partners
- Recruit and orient student placements for the EYC and ensure compliance with college/universities requirements
- Monitor and respond to maintenance issues that impact programs and services at the EYC (grease trap, lighting, flooding)
- Submit monthly reports and a bi-weekly Board report
- Monitor activities of children in program areas and resolve problems/issues
- Assess the social or environmental changes within the immediate community and evaluate the success of each program in meeting local family needs and funders expectations
- Respond to concerns regarding the children, their parents or caregivers
- Monitor use and maintenance of program toys/equipment ensuring compliance with safety or hygiene standards, or adequate availability for children
- Assist with program delivery especially during peak periods or when short staffed
- Support the FCS Manager in developing grant proposals and funding applications according to established specifications
- Compile various statistics and records as required, preparing regular and ad hoc reports for senior management
- Promote the program's activities and services within the immediate multi-cultural community and with other agencies
- Engage in advocacy to influence policy development
- Supervise program staff and coordinate the activities of external service providers by resolving day-to-day issues and serving as a resource
- Schedule staff (including vacation and regular reporting of attendance), assign workload and set objectives
- Facilitate staff development and team building
- Develop and maintain JFC policies and procedures
- Participate as a member of the program on long term planning or evaluation initiatives or on in-House committees, JHSC, events, joint initiatives and activities as required; providing other related functions as required.
- Take on other duties as required

Qualifications:

- Early Childhood Education degree or diploma and minimum of three years management /supervisory experience
- Minimum of two years' experience working with children aged 0 – 6, their parents and caregivers
- Strong administrative skills with an attention to detail
- Demonstrated experience in the area of early years program planning/evaluation, staff and program supervision, budgeting, and program development
- Excellent computer skills (Word, Excel, Outlook, Internet Explorer, Publisher, Access and EYSIS)
- Experience in supervising and supporting staff and ability to guide, coach and motivate employees
- Demonstrated leadership and ability to respond to emerging early years needs
- Excellent interpersonal, verbal and written communication skills and strong conflict resolution skills
- Strong planning, time management, problem-solving and interpersonal skills
- Demonstrated cultural competence and experience working with a diversity of communities/cultures
- Proven commitment to organizational principles of anti-discrimination, anti-oppression and community development
- Ability to work both independently and co-operatively as a member of the Jane/Finch Centre team
- Knowledge of inclusion of children with special needs
- Experience managing in a unionized environment an asset
- Willingness and ability to work evenings and weekends as required
- Verbal and written fluency in a second language as represented in the Jane/Finch Community an asset
- First Aid Certification required
- A satisfactory police check is required
- Willingness to take additional responsibilities as needed by the organization

Please apply by July 9, 2017 through Charity Village.

Link: <https://charityvillage.com/jobs/search-results/job-detail.aspx?id=364322>

We provide accommodation during all parts of the hiring process, upon request, to applicants with disabilities. Applicants should make their needs known in advance.

APPLICANTS FROM EQUITY-SEEKING GROUPS ARE ENCOURAGED TO APPLY.