

TUMBLER RIDGE CHILDREN'S CENTRE SOCIETY

EXECUTIVE DIRECTOR

Are you passionate about contributing to the positive development and well-being of children?
Are you looking for an opportunity to showcase your leadership and management skills?

We are seeking a dynamic and knowledgeable individual to lead the Tumbler Ridge Children's Centre Society (TRCCS) as the Executive Director. The centre is offering a full-time, permanent position.

The successful candidate should be an enthusiastic self-starter with superior time management and organizational skills. They should demonstrate a passion for leadership and a desire to support a wonderful team of childcare professionals.

TRCCS is a licensed not-for-profit childcare centre. We operate a year-round child daycare centre including pre-school programs and a group day care program. We have adopted a child-centered emergent curriculum with an emphasis on creativity, collaboration, critical thinking and conflict resolution in a play-based and inclusive learning environment. We are a friendly, open organization servicing the beautiful community of Tumbler Ridge.

TRCCS is overseen by a governing Board of Directors consisting of a group of dedicated and supportive volunteers from the community. The Executive Director reports directly to the Board. All other employees and guests (eg. students and resource workers) report to the Executive Director.

The Executive Director leads the organization day-to-day. The essential responsibilities of the position include managing day-to-day operations, liaising with client families and other stakeholders, programming leadership and mentoring, and collaborating with an Office Administrator/Bookkeeper to manage human resources and administration.

Qualifications:

- Early Childhood Education Diploma or Bachelor of Arts & Science or Social Work degree or a provincially recognized equivalent.
- Five years supervisory experience in a licensed childcare facility.
- Knowledge of grant research and preparation.
- Highly proficient computer skills in programs such as quick books and excel to produce publishable reports and documents.
- Excellent communication skills with the ability to listen and respond appropriately.
- Excellent interpersonal skills to communicate with children, families, staff, and Board.
- Knowledge of methods and techniques for business and community involvement.
- Ability to motivate others to gain support for new initiatives.
- Ability to cultivate and maintain cooperative and effective working relationships with elected officials, community groups, staff and the general public.

Job Duties and Responsibilities

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the Children's Centre.
- Identify, assess and inform the Board of Directors of internal and external issues that affect the Children's Centre.
- Act as a professional advisor to the Board of Directors on all aspects of the Children's Centre activities.
- Foster effective teamwork between the Board of Directors, the Executive Director and staff.
- In addition to the Chair of the Board, act as a spokesperson for the Children's Centre.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate.
- Represent the Children's Centre at community activities to enhance TRCCS's community profile.

Operational Planning and Management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Children's Centre.
- Ensure that the operation of the Children's Centre meets the expectations of its clients, Board and Funders.
- Oversee the efficient and effective day-to-day operation of the Children's Centre.
- Draft policies for the approval of the Board and prepare procedures to implement the Children's Centre policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that personnel, client, donor and volunteer files are securely stored, and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.

Program Planning and Management

- Oversee the planning, implementation and evaluation of the Children's Centre programs and services.
- Ensure that the programs and services offered by the Children's Centre contribute to TRCCS's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services of the Children's Centre to maintain or improve quality.
- Oversee the planning, implementation, execution and evaluation of special projects

Human Resources Planning and Management

- Determine staffing requirements for organizational management and program delivery.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff.
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

- Ensure that sound recruitment interview and selection of staff procedures are followed.
- Ensure that all staff receives an orientation to the Children's Centre and the TRCCS and that appropriate training is provided.
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.
- Discipline staff when necessary, using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures.

Financial Planning and Management

- Work with staff and the Board to prepare a comprehensive budget.
- Work with the Board to secure adequate funding for the operation of the Children's Centre.
- Research funding sources, oversee the development of fund-raising plans and write funding proposals to increase the funds of the Children's Centre.
- Participate in fundraising activities as appropriate.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the Children's Centre according to the approved budget and monitor the monthly cash flow of the Children's Centre.
- Provide the Board with comprehensive, regular reports on the revenues and expenditures of the Children's Centre.
- Ensure that the Children's Centre complies with all legislation covering taxation and withholdings payments.
- Sign contracts, leases, licenses and binding agreements on behalf of the Children's Centre.

Community Relations/Advocacy

- Communicate with stakeholders to keep them informed of the work of the Children's Centre and to identify changes in the community served by the Children's Centre.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians and other organizations to help achieve the goals of the Children's Centre.

Risk Management

- Identify and evaluate the risks to the Children's Centre people (clients, staff, management, volunteers) property, finances, goodwill and image and implement measures to control risks.
- Ensure that the Board of Directors and the Children's Centre carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.