

JOB DESCRIPTION – PROGRAM LEAD

Title: Program Lead

Location: Pincher Creek, Alberta

Job Summary

Provides and coordinates the necessary support, resources, supervision and leadership to ensure the provision of nurturing care and education to young children (0-12) in a group setting, in accordance with the goals and curriculum plans of the Center, the philosophy and policies of the Program, Accreditation, the Curriculum Framework (FLIGHT) and in strict compliance with the Alberta Childcare Licensing Act/Regulations, as well as fire and health regulations. The Program Leads will report to the Program Director and Program Administrator.

Principle Duties & Responsibilities:

- Provision of Leadership and Supervision (room lead)
- Assist with hiring (potentially) and mentoring of staff
- Ensure quality childcare in the program and assist with the implementation of Licensing and Accreditation Standards.
- Setting up inclusive, equitable and responsive environments with consideration to time, space, materials and participation.
- Ensure the safety and welfare of each child and support staff
- Treat children with respect, compassion and honor established relationships while encouraging new ones
- Ensure that proper child guidance methods are used, communicated and enforced.
- Maintain all appropriate records and documentation, and ensure that it is complete and up to date
- Track information, including attendance and student counts.
- Display and promote a positive attitude and helpful approach with parents and caregivers.
- Perform duties as required by the Program Director



Qualifications:

Child Care Supervisor Certification (formally Level 3) – may consider Worker/Assistant

Current Standard First Aid (Childcare) with - Level C CPR

Current or ability to pass a Criminal Records Check with vulnerable sector

Current or ability to pass an Intervention Record Check

Minimum 2 - 3 years' experience working in child care or with children

Application:

Please send resume (CV) and cover letter with a minimum of two (2) references to daycare@pinchercreek.ca

Deadline: Monday August 6 at 4:00 p.m.

