

Mothercraft's Evered Location is Seeking a New Program Manager!

Do you have a passion for leading?

Does working with educators, children and parents make you smile?

Do you want to be part of a dynamic team that makes a difference in the lives of young children and families in Ottawa?

If you want to start your journey and join a fun, supportive and dynamic team who work together to help children grow and thrive, then we want to hear from you!

We are seeking a Program Manager to join our Evered Childcare Centre team in Westboro. Our licensed centre has 7 classrooms, 108 spaces, and serves infants, toddlers, preschoolers, as well as offering a full-time alternative kindergarten program. Mothercraft is a multi-site, multi-service agency that supports families in Ottawa from pregnancy until age 12 years. The Program Manager is part of a strong, supportive leadership team that collaborates to meet the needs of our staff, children, families, Providers, and community.

If you want an opportunity to be the new Program Manager and join our team in our Evered location (475 Evered Ave), email your resume and cover letter to: alicia.ashton@mothercraft.com.

This position is 7.5 hours per day (37.5 hours per week). This position qualifies for our competitive vacation leave, group health benefits and health care spending account as per Mothercraft policies.

QUALIFICATIONS:

- Registered Early Childhood Educator in good standing with the CECE or degree from a recognized College or University, or a provincially recognized equivalent
- Minimum of four years licensed childcare experience, two of which has been as a Lead Educator or equivalent
- Working knowledge of the Child Care and Early Years Act
- Knowledge of the child and family service system for Ontario
- Experience in program development, delivery and evaluation for children 0-12 years and their families
- Appreciation and strong knowledge of the importance of early childhood development
- Demonstrated ability to work effectively in a multi-disciplinary team environment



Our Values

Through our work with families, staff, partners and the community, Mothercraft is dedicated to:

- Creativity: Exploring possibilities
- Nurturing: Supporting each other with compassion
- Inclusivity: Welcoming and encouraging diversity
- Integrity: Acting with honesty and reliability
- Collaborative Relationships: Built on respect and communication.

- Effective organizational, supervisory, leadership and interpersonal skills and a collaborative approach to problem-solving and decision making
- Ability to work under pressure, meet deadlines, make sound decisions, be flexible, analyse situations and use sound judgement
- Experience with and sensitivity to various minority and socio-economic groups
- Strong knowledge of community resources
- Exceptional written and verbal communication skills exhibiting tact and diplomacy
- Well organized and able to think creatively and strategically while handling multiple projects across functional areas with changing priorities
- Demonstrate a high level of initiative and enthusiasm
- Proficiency in the use of computers and various software applications
- Valid drivers' license and access to a vehicle is required
- Valid Food Handlers Certification
- Adequate energy and ability to meet the physical demands of the job
- Valid Standard first aid and CPR level C certification, including infant and child
- Satisfactory vulnerable sector police check
- High level of integrity and work ethic
- Experience and proven ability in working with adults and the public
- Demonstrated time management skills
- Strong organizational, interpersonal and communication skills

SALARY AND BENEFITS:

Salary: \$31.28/hour (or \$61,000 annually) and benefits as per our policy manual

Start Date: January 2023

Mothercraft Ottawa reserves the right to modify the terms of its benefit packages, from time to time, in its sole discretion.

Please note that while we appreciate your interest in the position, only applicants who are short listed for an interview will be contacted.

Mothercraft Ottawa is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Mothercraft Ottawa will make accommodations available to applicants with disabilities upon request during the recruitment process.

Mothercraft Ottawa strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Mothercraft Ottawa will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.