

JOB POSTING

Are you seeking rewarding work? Do you want to add value to your community? CDRCP is currently seeking a visionary thinker that is positive and self-motivated. Come join our team of passionate difference makers!

ABOUT THE ROLE:

POSITION: Supervisor, EarlyON

REPORTS TO: Early Years Manager

WORK TYPE/ HOURS: Full-time, Contract (35 hours/week)

Duration: Till April 2025

AVAILABILITY: Immediately

Position Profile: The Early Years Supervisor supports the Early Years program, in line with the program deliverables, and CDRCP Ambition Statement, Strategic Plan and Guiding Values.

Major Responsibilities:

Administration and Leadership

- Provides leadership of Early Years team, including coordinating scheduling, role model effective practices and adhere to organizational policies and procedures
- Supervision of staff utilizing a variety of techniques including coaching, modeling, active listening, observing, questioning, and demonstrating to ensure program quality. Supervision includes but is not limited to in-person and virtual delivery
- Facilitate meetings and discussions with team to reflect, plan and update practices and programs
- Oversee the operations of EarlyON sites, including addressing site issues
- The incumbent is required to maintain all health and safety standards within the workplace, including but not limited to adequate sanitation of site and program materials and ensuring all programs are accessible, appropriate and safe
- Manages administrative duties to support the EarlyON team and program deliverables,
- Manages Early Years records and database by recording family registrations, attendance records, resource lending records and the collection and analyzing of statistics
- Ensure use of current technologies for conducting day to day duties including documentation, communications, and program promotions
- Early Years Manager delegate and support in efforts to meet funders mandate and organizational and program deliverables
- Attends/leads committee meetings and professional learning opportunities.

Client, Community and Partner Support

- Develops and maintains active and effective communication and information networks within the community and coordinate partner visits.

- Provide excellent customer service, acting as the first point of contact for community members in the EarlyON programs
- Provides the team, partners and program participants timely, accurate and relevant information and resources and supports with respect, cultural sensitivity, tact and professionalism
- Meet program deliverables and key program indicators set by CDRCP and the program funder
- Collaborate with partnerships that supports program planning, development and capacity building of the EarlyON program, i.e. student placements

NOTE: CDRCP offers competitive benefits to qualifying positions, learning opportunities and a chance to work on a team of dedicated professionals.

Qualifications

- Postsecondary education in the area of Early Childhood Education, and/or studies related to Education with minimum 3 years progressive Supervisory experience in related field
- Registered and in clear standing with the College of ECEs 2 -3 years' family &/or childcare experience
- Strong communication, analytical, negotiation, problem solving, time management and mentoring skills
- Knowledge of the principles/effective practices of quality early learning and childcare programs with diverse philosophies.
- Working knowledge of current technology including databases, social media, websites, and internal approved platforms for communication
- Clear English verbal and written communication skills, second language an asset
- Acceptable Criminal Reference Check
- Ability to respect confidentiality and abide by all legislation
- Ability to work flexible hours
- Possession of a valid Driver's License, a safe driving record and access to independent transportation

Job responsibilities are subject to change under the direction or assignment of the CEO.

HOW TO APPLY:

Please send your resume and cover letter through Indeed or email them to noreen@cdrpc.com using the subject line "Supervisor, EarlyON". Applicants that are selected to move forward in the application process will be contacted by email.

To learn more about CDRCP please visit www.cdrpc.com.

CDRCP is committed to ensuring that employment decisions are made equitably, and that employment barriers are eliminated in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Employment decisions are made based on experience, skills, attributes and qualifications. Candidates that require accommodation during the application process are encouraged to contact the Hiring Manager at CDRCP.