

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:** Manager, Early Years

**Reports to:** CEO

**Work type/hours:** Full-time, Permanent (35 hours/week)

#### **Position Profile:**

Responsible for the operations of the Early Years programs. Provide supervision to the Early Years team and leadership in the development and implementation of quality measurement and evaluation, based on effective practices, for all areas of service delivery within the Early Years program. Ensure the delivery of effective, accessible, age and culturally appropriate, inclusive programs that promote the importance of parenting and early learning.

#### **Major Responsibilities:**

- Responsible for the direct delivery of quality Early Years Programs
- Oversee the development and enhancement of a community engagement and partner strategy to support early years programming that is responsive to community need
- Oversee and manage day to day operations of the numerous sites
- Support the CEO in matters related to the delivery of early years services
- Provide recommendations to CEO for enhancement of service, policies and procedures and contribute high-level, strategic advice
- Represent CDRCP as the CEO's delegate in the Early Years sector
- Coordinate scheduling including but not limited to, shift coverage, outreach opportunities, and other eligible time off requirements
- Ensure practices are reflective of organizational and funder outcomes and measures
- Responsible for spending allocated funds and budgeting effectively for all Early Years projects and events
- Complete and review all data collections for funders and CDRCP planning
- Ensure ongoing integration and connectivity with the management team for cross delivery of services and clients
- Recruit, hire, supervise, and evaluate the performance of the Early Years team
- Provide overall leadership through a model of pedagogical inquiry, coaching and mentoring all staff, students, and volunteers within their areas of scope and practice
- Plan, implement, monitor, and evaluate the Early Years services that facilitate the learning and development of children and the fostering of parent and caregiver roles as a child's first educator.
- With support, develop and monitor the annual Early Years operating budget
- Participate in the evaluation of Early Years to analyze and recommend strategies for enhancement
- Lead, develop and implement quality measurement and evaluation, based on effective practices, for all Early Years areas of service delivery
- Responsible for data collection, review and reporting
- Build staff capacity as it relates to current trends, gaps, and research in relevant industries
- Participate in service planning, guide and develop staff through performance monitoring and evaluation, support team members, comply with program standards, applicable legislation program mandate and CDRCP mission, principles, policies, procedures and strategic plan

- The incumbent work under the direction of the CEO in collaboration with the other members of the Extended Management team. There is a high level of independence to lead and operate within relevant legislation, provincial, municipal and agency policies, standards, procedures and guidelines. Judgment is exercised in supervising staff from different programs and the development and maintenance of effective community relationships.
- Complexity of the decision-making is considered within the context of balancing strategic priorities, community needs, project risk-management planning, cost benefit analysis and managing emerging needs. Budget decisions are made within the context of developed plans and in consultation with the CEO.
- Actively participate in community meetings, committees, and events and share the information that is relevant to CDRCP (e.g. communicate anticipated or planned program, funder or legislation changes and their impact on CDRCP)

### **Qualifications**

- Post secondary education in the areas of Early Childhood Education, Education,, and/or studies related to Human Services
- Proven ability to deliver and manage Family Support Programs with 5 years of child and family experience and a minimum of 5 years of progressive Management experience
- Experience in the not-for-profit sector
- Government and stakeholder relations
- Strategic planning and execution
- High-level decision-making support to CEO/ED and Board of Directors
- Broad knowledge and experience in evidence-informed and emerging effective practices in early child development, childhood mental health, and inclusive family support practices
- Sound knowledge of all relevant legislation and public administration including standards, policies and guidelines
- Experience with current technology including databases and social media
- Clear English verbal and written communication skills, second language an asset
- Acceptable Criminal Reference Check
- Immunization records required as per Child Care and Early Years Act, 2014, Ministry of Health and/or CDRCP Policies
- Valid Driver's License (G2 or G), a safe driving record, access to independent transportation and up-to-date insurance

### **Skills:**

- Visionary thinker
- Committed to excellence with an inclusive client and family focus
- Strong analytical, problem-solving, negotiation, conflict resolution and organizational skills in order to effectively assess needs, refer to related community agencies
- Sound management and technical skills
- Experienced pedagogical leader
- Ability to ensure compliance with funder standards
- Excellent oral and written communication and presentation skills to represent the interests of CDRCP both internally and externally
- Ability to work flexible hours and act independently
- Respect confidentiality
- Ability to plan, prepare and lead workshops and training sessions.



**How to apply:**

Please email your resume and cover letter to [sara@cdrpc.com](mailto:sara@cdrpc.com) using the "Early Years Manager" subject line. 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](http://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.*