**Internal / External Posting**

**Preschool Team Lead - Mount Pleasant Neighbourhood House Preschool Program**

**Posted:** July 22, 2022  **Closing:** August 19, 2022

Mount Pleasant Neighbourhood House is looking for an energetic, passionate and experienced individual to lead our Preschool. Working in collaboration with the Director of Family and Senior Services and the Family Resource Programs Coordinator, this individual will be the lead educator in the MPNH Preschool Program. The MPNH Preschool and Early Learning programs subscribe to an emergent, responsive, and democratic approach to early learning following the Reggio Emilia Inspired approach to learning. The successful candidate will have a strong understanding of current and cutting edge ECE practices including the day-to-day implementation of the revised Early Learning Framework and working knowledge of “Reggio Inspired” practice. The Preschool Team Lead will be expected to participate in professional development opportunities, both in-house and across the ECE community. In collaboration with the MPNH childcare team and the family resource programs, the Preschool Team Lead will be responsible for program registration, orientation, program planning, and the supervision of the Preschool staff and volunteers and will also coordinate and deliver early learning supports and parenting programs events.

As a non-for-profit organization, ANHBC child care programs are committed to the BC Early Learning Framework, focusing on the areas of Well-being and Belonging; Exploration and Creativity; Languages and Literacies; Social Responsibility and Diversity.

We believe that children are capable individuals who observe the world around them, gather information through natural play and rich interactions, and that children develop best at their own pace, in an atmosphere of respect and acceptance. Partnership and collaborative relationships are core values in our approach and we engage families in policy development, program planning and day-to-day channels and discoveries. We are committed to providing a workplace that fosters; a sense of belonging, opportunities for learning, collaboration, empowerment, creativity and innovation.

**Qualifications**

**Leadership:**

* Plan, develop, implement and evaluate Licensed Preschool Program for children between the ages of 3-5 years.
* Oversee the administration, program planning, development and delivery of the Preschool Program at Mount Pleasant Neighbourhood House.
* Liaise with the community partners, parents and neighbourhood staff to work to ensure inclusivity and sense of belonging using approaches of responsive and emergent practice.
* Assist in the coordination and implementation of the annual family camps sponsored by MPNH including promotion, registration, staffing and liaising with camp staff.
* Provide direct leadership support such as hiring, supervision, training, support and evaluation of staff, volunteers and practicum students;
* Organize systems to ensure effective implementation of projects and programs, such as hiring and supervising staff; establishing registration and fees (if appropriate); preparing and delivering marketing and communication materials.

**Building and Maintaining Community Links and Partnerships:**

* Work with licensing, public health, supported childcare and social workers to ensure implementation and continuation of appropriate integration and support programs.
* Coordinate and liaise with the referring agencies, and other community services to develop appropriate programs & services.
* Network within the community and attend external meetings as a representative of Mount Pleasant Neighbourhood House and to facilitate integrated service delivery and information sharing with other service providers within the Mount Pleasant Hub,

**Administration:**

* Participate in developing program budgets; and monitoring expenditures and revenue.
* Comply with all relevant reporting and record keeping standards and requirements based on funder requirements.
* Works closely with CCFLB licensing officer to ensure all programs meet standards of best practice including Licensed Child Care Regulations
* Monitors program finances, maintains petty cash, and all financial records of the program.
* Produces written communication, reports, notices etc. related to the functioning of the program.
* Ensures that children’s files are kept current, contain accurate information including registration, medical and behavioral documentation and remain confidential.
* Responsible for the monitoring of monthly participant fees and ensuring payment.
* Oversees the enrollment and registration process for all children and families.
* Oversees a current and accurate inventory of all program materials, supplies and equipment.

**MPNH House Team Participation**

* Participate in planning and implementing House activities such as special events, special projects, fundraising ie: volunteer appreciation, multicultural dinners, winter celebration
* Contributes ideas regarding enhancing the values and goals of the organization including activities that builds internal capacity as well as those that target external stakeholders.

**Terms & Salary:**
Hours: Monday to Friday 8:30 am to 1:00 pm
Rate: $28.08-$31.67 plus $4/hour as per the MCFD Wage Enhancement based on qualifications and experience Benefits: Medical, Dental, Extended health and company pension plan after probation period
Start Date: August 22 2022

Conditions: Subject to full enrolment and COVID-19 health and safety protocols from CCFLB and VCH

**Please submit cover letter, resume and 2 references to cmatlo@mpnh.org addressed to Claudine Matlo,** **Director of Family and Senior Services.**

*MPNH is a non-profit, community based organization located in East Vancouver and is a part of the Association of Neighbourhood Houses of BC.  We are an equal opportunity employer.  For more information on MPNH please visit www.mpnh.org.*