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# Mount Pleasant Neighbourhood House

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800 East Broadway Vancouver BC Canada V5T 1Y1

**MPNH**

**T• 604.879.8208 F• 604.879.4136 E• info@mpnh.org I• www.mpnh.org**

## **Internal / External Posting Manager of Childcare Services**

**Posted: August 29, 2022 Closing: September 9 2022**

The Manager of Childcare Services oversees the operations and staffing of the Licensed School Age Care, Daycare and Preschool programs. In collaboration with the Director of Family and Senior Services the Manager will oversee and be responsible for staffing, adherence with Licensing requirements, coordination with offsite services, and facilitating the connection between parents and the house at large. In conjunction with the Director the manager will monitor the financial health of the childcare program, prepare reports and evaluate childcare programs. The Manager assists in liaising with community stakeholders, including the neighboring elementary schools, service providers and parents. They will participate in House team meetings and contribute to the planning and implementation of overall house activities, special events, and the strategic direction of MPNH.

### **Key Responsibilities:**

- Develops implements, and evaluate Licensed School Age Care and Licenced Childcare Programs for children and their families.
- Oversees the administration, program development and delivery of the School Age Care program.
- Provide direct leadership to the childcare team including, hiring, supervising and training, staff, volunteers and practicum students.
- Act as a resource to program staff regarding working with School age and children.
- Work closely with MPNH staff (such as Coordinator of Family Resource Programs FRP staff, Settlement staff and community developers) to build a continuum of services appropriate for children, youth and families.
- Collaborate with MPNH staff to ensure participants have access to a spectrum of appropriate services and resources
- Ensure staffing ratios in all programs by providing coverage when needed.

### **Additional Responsibilities**

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

- Work collaboratively with schools in the catchment area, and other childcare agencies to identify collective community needs and in collaboration with the Director develop new programs in response to identified needs.

#### **Administration:**

- Participate in developing program budgets; and is responsible for monitoring expenditures and Revenue and maintaining financial records



Association of Neighbourhood  
Houses of British Columbia

**Connecting Neighbours since 1976**





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- Ensure timely reporting and tracking of all CCOF and CCFRI information for the house and parents
- Assist parents in applying for subsidies when needed
- Comply with all relevant reporting and record keeping standards and requirements based on funder requirements.
- Manages the relationship with CCFLB licensing officer to ensure all programs meet standards of best practice including Licensed Child Care Regulations.
- 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 subsidies
- Oversees the enrollment and registration process for all children and families.
- Oversees a current and accurate inventory of all program materials, supplies and equipment.
- Collate data from various programs and provide ongoing evaluation reports as required by funders and MPNH administration.
- Participate in the development of an evaluation framework in connection to the MPNH strategic direction and work plan.

## MPNH House Team Participation

- Participate in planning and implementing House activities such as special events and special projects.
- 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.
- Maintain professional relationships across the community, within the House and with funders which funders? Subsidies?

## Qualifications

- Preference given to candidates with completed ECE – Early Childhood Education certification.
- College/university diploma/degree in a relevant discipline (e.g. Early Childhood Education, Child and Youth Care, psychology, education, social work, etc.), or equivalent education and experience
- 5 years' experience in a supervisory or management role in the childcare sector.
- Knowledge and skills in child care program development and implementation, intake, screening and assessment, child and youth development, life skills.
- Strong knowledge of Child Care Licensing Regulations.
- Ability to train, monitor and support volunteers
- Understanding of non-profit management principles and abilities





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- Strong computer skills.
- Strong professional written communication
- Demonstrated ability to comply with policies and procedures regarding privacy, confidentiality, record-keeping and reporting.
- Broad knowledge of community resources available for children and families, best practices for work with children and youth, and of applicable legislation pertaining to the care of children and youth
- First Aid certificate (Level 1 Occupational First Aid)
- Clean Criminal record check

**Terms:** Regular part-time position 28hours per week. STARTING September 15 2022

**Salary:** \$32.85 per hour + benefits after successful probationary period of 3 months (Band 8 of ANHBC's salary grid) – based on qualifications and experience.

**Please submit cover letter, resume and 2 references to [Cmatlo@mpnh.org](mailto:Cmatlo@mpnh.org) addressed to Claudine Matlo, Director of Family and Senior Services. No phone calls please.**

*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](http://www.mpnh.org)*

