

**Administration Office**

289 Jubilee Road
Muncey, ON N0L 1Y0
telephone: 519.289.5396
fax: 519.289.5156

Executive Services

279 Jubilee Road
Muncey, ON N0L 1Y0
telephone: 519.289.5396
fax: 519.289.2784

Community Centre

533 Thomigo Road
Muncey, ON N0L 1Y0
telephone: 519.289.2957
fax: 519.289.2883

toll-free: 1.800.298.7137
www.munsee.ca

EMPLOYMENT OPPORTUNITY CHILDCARE CENTER SUPERVISOR

TERM: Permanent Full-Time, 40 hours per week, Monday to Friday, shifts between 7:30 am to 5:30 pm.

SALARY: TBD Dependent on qualifications and experience

POSTING DATE: September 2, 2021

CLOSING DATE: OPEN UNTIL FILLED

JOB SUMMARY:

Reporting to and under the immediate supervision of the Munsee-Delaware Nation Director of Operations. The Child Care Supervisor is responsible to manage the Childcare Center so it is designed, operated and evaluated according to the Childcare center principles and guidelines. The Childcare center will be managed in such a way that the children, families, parents/guardians and staff are treated fairly and that decisions are not influenced by private or personal considerations. It should be evident to the community that the safety, health and well-being of children in the center are most important.

DUTIES AND RESPONSIBILITIES: Full job description is available. Please call 519 289-5396 ext.235 or email: employment@munsee.ca to request a copy.

SKILLS AND KNOWLEDGE:

1. Supervisory skills with strong leadership skills.
2. Demonstrated experience in administration.
3. Excellent communication and interpersonal skills to effectively communicate with staff, family and other service providers.
4. Experience in design and delivery of childcare programs and ability to train/coach other staff members.
5. Must be able to work as a team player.
6. Must be willing to attend on-going training to keep skills and qualifications current.
7. May be required to drive the Childcare center van for field trips and pick up and drop off.

QUALIFICATIONS:

1. Early Childhood Education Diploma, Registered ECE with Administration Certificate
2. 3 – 5 years' experience working with Children from ages 0 – 6 years in childcare setting.
3. Must have valid "G" Ontario Driver's License and clear drivers abstract. An "E/F" driver's license an asset and/or be willing to obtain.

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REQUIREMENTS:

1. The successful candidate will provide a current VS-CPIC, at own expense, prior to starting employment.
 2. The successful candidate must provide a health assessment, an immunization record and a negative TB skin test.
 3. The successful candidate must provide a current First Aid/Infant CPR Certificate, before starting employment.
 4. The successful candidate will provide a photocopy of applicable educational qualifications (certificates, diplomas, degrees, etc.)
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1. Interested Applicants: Please mail, email or fax your resume, cover letter, copy of your qualifications, and three current work-related reference letters. 1 -character reference and other supporting documentation in a sealed envelope marked "**CHILDCARE CENTER SUPERVISOR Application**" to:

Deborah Antone, Employment & Training/Human Resources Coordinator
Munsee-Delaware Nation
289 Jubilee Road
Muncey, Ontario
N0L 1Y0

Email: employment@munsee.ca

Fax: 519-289-5186

While we appreciate all the interest, only those candidates selected for an interview will be contacted.