

Canmore Community Daycare Society

Canmore Community Daycare Society ("CCDS") is a not-for-profit organization committed to providing Bow Valley residents with high quality childcare. CCDS currently operates a day care program at the "Roundhouse". As well, CCDS operates a Junior Kindergarten Program and an Out of School Care Program at Elizabeth Rummel School. As a not-for-profit organization, CCDS is governed by a Board of Directors consisting of parents and community members.

At CCDS we believe our people are our biggest asset. Our mission is to provide a safe and caring environment for our greatest future resource...our children! CCDS is a support service for Canmore which aims to supplement and support the family and home environment in the development of each child by providing a safe, secure, stimulating and nurturing environment. The Daycare Centre provides a quality play-based program which is fun and ensures a creative child-centered philosophy. CCDS follows **Flight** - Alberta's Early Learning and Care Framework, and **ASaP** - Access, Support, and Participation - with a focus on building strong relationships, supporting social and emotional development, and inclusion. As an organization our core values centre around: Partnerships in Learning, Community Collaboration, Volunteerism, Accessibility and Building Strong Relationships.

POSITION TITLE: Executive Director

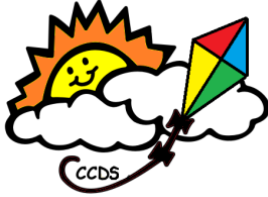
REPORTS TO: Board of Directors

POSITION SUMMARY: We are currently looking for a positive, collaborative and adaptable individual to join our team in the role of Executive Director. The ED is the key management leader of the Canmore Community Daycare Society. The ED is responsible for the organization's consistent achievement of its mission and financial objectives. The ED will lead, oversee and develop all programs, services and initiatives of the Society. They will work alongside committees, staff, parents, applicable government agencies, community stakeholders and the general public.

POSITION DUTIES / RESPONSIBILITIES:

Operational Responsibilities:

1. Assure that the organization has a long-range strategy which achieves its Mission.
2. Provide leadership in developing program, organizational and financial plans with the staff and carry out policies authorized by the Board.
3. Promote active and broad participation by volunteers in all areas of the organization's work.



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4. Maintain official records and documents and ensure compliance with licensing and health and safety requirements.
5. Maintain a working knowledge of significant developments and trends in the field of Early Childhood Education.
6. Responsible for strategic planning to ensure that CCDS can successfully fulfill its Mission into the future.

Communications:

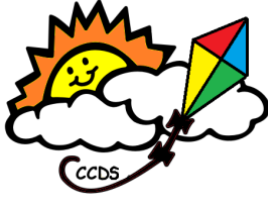
1. See that the Board is kept informed on the condition of the organization and all-important factors influencing it.
2. Prepare a monthly Executive Director report for bi-monthly Board meetings.
3. Publicize the activities of the organization, its programs, and goals.
4. Establish and maintain sound working relationships and cooperative arrangements with community groups and organizations.
5. Communicate with Licensing and Health and Safety representatives for matters that are deemed reportable and/or serious in nature.

Personnel:

1. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and provide opportunities for development and growth of staff.
5. Encourage team building by facilitating open communication and positive working relationships with employees.
6. Maintain a climate which attracts, keeps, and motivates diverse, engaged, and qualified staff.
7. Be responsible for staff meetings, trainings, and workshops to ensure staff are well informed and have the appropriate tools to succeed.

Financial:

1. Be responsible for developing and maintaining sound financial practices.
2. Be responsible for fundraising and developing other revenues necessary to support CCDS's mission.
3. Work with the management team and the Board in preparing a budget; see that the organization operates within budget guidelines.



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4. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

POSITION QUALIFICATIONS:

- Level 3 Early Childhood Educator Certificate
- University Degree
- Strong organizational skills
- Excellent interpersonal skills
- Proven track record as a positive and successful people manager
- Experience working with government agencies regarding grants and funding considered an asset

ADDITIONAL INFORMATION / REQUIREMENTS:

- In person work is a requirement of this position
- A clear criminal record check and vulnerable sector check will be required of any candidate who is considered for the position

LOCATION: Canmore, AB

START DATE: Immediate

WAGE / SALARY: \$ 78,00 - \$82,500 + full benefits

DURATION: Full time permanent

ITEMS TO INCLUDE IN APPLICATION: Resume / Cover Letter

We thank all applicants for their interest in this position; however, only those who most closely match our requirements will be contacted.

All information submitted to CCDS remains in strict confidence. For more information on CCDS please visit our company website: www.canmoredaycare.com

This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.