



Director of Childcare Programs

Date Posted: March 24, 2023

Location: Kelowna, BC

Competition Number: 201-22/23

BGC Okanagan invites applications from qualified individuals for the position of Director of Childcare Programs. Working in a team environment, the Director is primarily responsible for the leadership and oversight of childcare programs across the agency.

Key Duties and Responsibilities:

- Participates as a member of the Leadership Team in developing long range and strategic plans, assessing and resolving operational issues and policies. Develops performance objectives for their service area, based on the strategic plan, and ensures that those objectives are met.
- Provides leadership and oversight in regards to program and service delivery, in accordance with Agency Vision, Mission, Core Values, risk management practices, policy, legal, contractual, budgetary and other requirements.

Program Grants and Funding

- Develops and prepares proposals for funding and grant applications in conjunction with the Leadership Team
- Determines program, financial, and operational requirements for new and existing programs.

Community Partnerships & Program Development

- Develops partnerships and relationships with key community stakeholders and maintains an effective working relationship with them.
- Works with stakeholders to develop and implement programs that are based on community need and consistent with core programming areas.
- Creates and leads opportunities for collaborative dialogue with families, peers and community partners
- Represents or ensures Agency representation at meetings, committees.
- Working in partnership to serve as an advocate for families and children. Develop programs and services that aim to respond to families' unique needs.

Financial Management

- Under the guidance of the Budget Committee, plans and develops related annual operating budgets and manages, reviews and forecasts associated expenditures while ensuring best use of resources to meet programming goals.
- Accountable for meeting expectations of the annual budget, and ensures compliance within approved budget guidelines, and that related expenditures adhere to Agency financial policies.
- Develops sustainable quality programs and services and determines program resources and budgetary needs for new program initiatives and existing programs.

People

- Leads, develops, manages, and supports childcare program staff. Manages, directs and supervises assigned staff; hires, assesses staffing needs, identifies and pursues other resources.
- Ensures staff resources are managed effectively to meet service delivery requirements.
- Conducts performance management and, when required, disciplinary action.
- Promotes employee engagement through active listening, coaching and developing, ongoing recognition and individual performance expectations and action planning.

- Identifies training and professional development needs for staff that directly impact program quality. Works with Managers to further portfolio work and develop new programs.
- Supports and empowers Middle Years staff to make connections with children, families and colleagues through positive caring relationships. Supports curriculum development that is intentional, flexible and responsible to individual needs.
- Creates opportunities for collaborative dialogue to reflect, explore new ways of thinking, and deepen the understanding of practice.

Reporting to Funders

- Collects data and makes presentations to ensure accountability to funders.
- Maintains a current awareness of developments in assigned areas of responsibility. Complies with all contracted expectations including outputs, outcomes, and administrative reporting requirements.
- Performs other related duties as required.

Qualifications:

- Proven operational/administrative management skills, including financial management, planning, organizing, human resources, analytical and communications, counselling/social services knowledge, program knowledge and skills are typically acquired through completion of a university degree in a discipline relevant to BGCO requirements or equivalent.
- Three to five years of progressively more responsible management experience preferably in the community social service sector with a demonstrated and in-depth working knowledge of childcare community-based programs and services, applicable legislation, and policies. Issues management surrounding assigned community relations is required.
- Early Childhood Educator certification is an asset.
- Experience leading early years and school aged programs.
- Keeps up to date with current research and trends in child development.
- Knowledge of BC Childcare Licensing Regulations and Provincial Childcare funding initiatives.

We can provide:

- Flexible hours and a fun, positive team environment
- Many opportunities for professional development
- Benefit package, RRSP and childcare discount

Hours: Full time

Rate of Pay: Competitive salary, benefits and RRSP.

Closing Date: April 2, 2023

Application Process:

Please apply in writing with a cover letter and resume to:

E-mail: jobs@bgco.ca

As an equal opportunity employer, BGC Okanagan is committed to the prioritization of equitable and inclusive employment practices. Our goal is to be representative of the communities we serve, and we encourage applications from communities which are structurally marginalized based on race, disability, age, sex, religion, sexual orientation, nationality, social or ethnic origin, gender identity and/or expression. If any candidate needs any accessibility support throughout the hiring process, we will accommodate such requests when made. You will only be considered for a position with BGC Okanagan if you're legally entitled to work in Canada. Eligible applicants include Canadian citizens, permanent residents and refugees in Canada with legal status.

We appreciate and thank all applicants for their interest, however only short-listed candidates will be contacted.