



## Manager, Early Years

**Date Posted:** May 4, 2023

**Location:** Vernon, BC

**Competition Number:** 25-23/24

BGC Okanagan invites applications from qualified individuals for the position of Manager of Early Years. The Manager oversees the day-to-day operations of multiple Early Years' programs within the North Okanagan community.

### We can provide:

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

### Key Duties and Responsibilities

- Oversees the day-to-day operations of multiple Early Years' programs within the community.
- Develops, coordinates, and evaluates plans and programs in our 4 core programming areas in cooperation with the Programming Teams.
- Ensures contract deliverables are being met.
- Ensures Agency Policies and Procedures, Program Operating Standards, WCB standards, Community Care Licensing Regulations, Risk Management requirements and general safety standards are met and followed by all staff at all times.
- Provides leadership in accordance with Agency Vision, Mission Statement and Core Values.
- Creates a positive work culture responsible for mentoring/coaching leading staff
- Responsible for the recruitment of staff and volunteers, including conducting interviews, selection, hiring, orientation and training.
- Involved in develop of assigned program budgets.
- Works with program supervisors to ensure that programs are responsive to individual needs of members, and care plans are developed as appropriate.
- Provides support to program supervisors within multiple Early Years' programs with day-to-day scheduling, direction and performance feedback of program staff and volunteers.
- Responsible to ensure all programs are adequately staff.

### Qualifications:

- Degree/diploma in a related human/social service field and/or experience working in partnership with community agencies and local governments in meeting the needs of children, youth and families
- Excellent communication skills, including verbal and written
- Demonstrated teamwork and leadership skills
- Proficient with Microsoft Office Suite, including Excel, Word, Publisher, PowerPoint

**Hours:** 35 hours per week

**Rate of Pay:** Competitive salary, benefits and RRSP

**Closing Date:** May 17, 2023

### Application Process:

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

E-mail: [jobs@bgco.ca](mailto: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.*