

Huckleberry Childcare Society – Operations Manager - .5 FTE

Job Summary:

The Manager of Childcare Operations oversees operations of the HCCS' childcare program. Reporting directly to the Board, the Manager will facilitate the development of a strategic vision and accompanying 3-year action plan for the Society. The Manager will provide direction and support to Early Years staff to promote capacity building through regular staff meetings and team building activities, mentorship, and ongoing professional development in ways that align with organizational goals and those of individual staff. The Manager will be responsible for developing program strategies, policies, and/or systems while supporting their implementation in day-to-day operations, and in partnership with local service providers, the Town of Gibsons, and the Province when applicable.

Preferred Qualifications:

Experience in overseeing non-profit programs and operations, including but not limited to: strategic planning, systems building, partnership development, organizational growth, human resource management, and tracking and reporting outcomes. Formal education would be advantageous.

Knowledge, Skills and Abilities:

- Strong organizational skills with proven ability to manage multiple initiatives, projects, report on outcomes, and meet deadlines;
- Excellent communication and facilitation skills;
- Working knowledge of local organizations, including Indigenous organizations, and related social services (early learning and childcare, community-based family programming, etc) operating on the Sunshine Coast and/ or Lower Mainland;
- Knowledge of the local non-profit sector, municipal governmental structure, and senior government systems (policies and programs), particularly as they relate to early learning and childcare;
- Ability to supervise staff, contractors, and manage budgets;
- Ability to influence others, both internal and external stakeholders, towards common goals;

- Ability to exercise good judgment, initiative and work independently as well as collaboratively.

Job Duties:

1. Supports organizational growth and development:

- Collaborates with the Board, staff and partners to develop a strategic vision and organizational plan for the Society that is informed by the needs of families in the local community;
- Develops systems, policies and procedures that not only serve to operationally support the day to day functioning of the Society, but that also align with senior government goals to implement a universal system of early learning and childcare;
- Establishes and implements systems to monitor, review, evaluate and report program outcomes;
- Develops and stewards partnerships with local service providers as well as municipal and provincial government to seize opportunities that support organizational growth and/or enhance supports for individual families (i.e., wrap around services approach);
- Identifies and applies for additional grants to support facility and equipment improvements as required, and
- Liaises with the Province regarding operations as a \$10aDay childcare site, including the annual submission of the Society's \$10aDay renewal application.

2. Develops systems and processes that ensure programs are operationally sustainable and effective:

- Applies an equity lens to all aspect of HCCS' early learning and childcare operations, and ensures programs are culturally safe and inclusive;
- Develops and regularly updates a staff recruitment, retention, and succession plan to support operational sustainability and growth over the long term;

- Conducts an annual review with each employee and authorizes annual professional development plans in accordance with Board approved policies and budgets;
- Ensures program standards, guidelines and job descriptions are kept current and practiced;
- Coordinates and organizes Society communications, and monthly and annual reporting between board, staff and Province as required;
- Ensures regular communications between staff, management, the Board, and partners; and
- Facilitates and participates in team meetings to stay current on what's working well and what issues need to be addressed.

3. Facilities Management:

- Liaises with the Town of Gibsons (landlord) regarding the Society's lease and facilities maintenance, especially in relation to VCH licensing & inspection requirements.
- Liaises with contractors as required.

4. Ensures that the financial administration of the Society is responsibly managed:

- Completes administrative tasks accurately and on time in accordance with the financial policies and procedures for petty case, childcare subsidy payments, and Child Care Operating Funding (CCOF);
- Liaises with Society's accountant/bookkeepers,
- Prepare and present the draft annual budget to the Board in conjunction with the Treasurers, Finance Committee, and the Accountant; and
- Maintain accurate staff and child attendance data and prepare reports for signing officers as required to meet all funding requirements.

- Review the insurance coverage on an annual basis, and make recommendations to the Board

5. Promotes/ advocates for the Society within the community:

- Informs the Board and families of local and senior government initiatives that may impact children and families, childcare programs, and services in the community.

- Attends local early learning and childcare-related meetings and participates in childcare planning and area administrators' meetings;