



## Trenton Military Family Resource Centre (MFRC) Internal & External Job Posting

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<b>POSITION:</b>	Specialized Child Care Program Supervisor
<b>TYPE OF EMPLOYMENT:</b>	1.0 FTE (Non Union, Management)
<b>RESPONSIBLE TO:</b>	Executive Director

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### **Our Mission**

Connecting and empowering our military community.

### **Our Vision**

Where every military community feels welcome and supported.

### **General Position Overview**

The Specialized Child Care Program Supervisor is responsible for planning, implementing and supervising specialized child care activities to meet the physical, emotional, intellectual and social needs of children in the program in accordance with all relevant legislation, policies and procedures. The Specialized Child Care Program consists of Casual Child Care, Home Child Care, Emergency and Respite Child Care and the Early ON Program.

The Specialized Child Care Program Supervisor is also responsible for the hiring process, employee performance reviews, with prior Executive Director approval. This position will support the development and monitoring of the Specialized Child Care Program budget. The Specialized Child Care Program Supervisor will build positive and respectful relationships with children, parents and staff and ensure that equipment and facilities are clean, safe and well maintained.

### **Hours of Work**

Hours of work are currently 37.5 hours per week and the hours of work are structured based on the needs of the Trenton MFRC and may include evening and weekend work as required.

**Start Date:** To be discussed.

### **Qualifications and Competencies**

The Specialized Child Care Program Supervisor will have:

- A Bachelor's degree or College Diploma in Early Childhood Education Diploma (ECE)
- Hold current Registration with the College of ECE.
- 5 years of experience as an Early Childhood Educator.
- 3 years of experience in a Supervisory position preferred.
- Respect for the unique challenges families face relating to the military lifestyle.
- Current CPR and First Aid Certificates relevant to the age group being cared for.
- Must be able to provide a clear vulnerable sector check.
- Proven ability to successfully work with children and their parents in a sensitive, effective and professional manner.



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- Strong working knowledge of child development theories and practices.
- Strong working knowledge of relevant legislation, policies, and procedures to ensure that children are supervised and safe at all times.
- Demonstrated ability to create safe and appropriate activities for children.
- Computer literacy, including effective working skills of MS Word, Excel and e-mail required.
- Good organizational, time management and prioritization skills.
- Strong morals and ethics, sound judgement and reasoning skills, along with a commitment to discretion and staff privacy.
- Strong verbal, written and interpersonal communication skills that allow one to work effectively in a diverse working environment.
- Physically able to perform all assigned tasks.

If interested and qualified, please submit your resume to Andrea Kovacs at [andrea.k@trentonmfrfc.ca](mailto:andrea.k@trentonmfrfc.ca), no later than January 24, 2024

Posted: January 17, 2024