



Gillis Play and Learn Center Inc.
3 Pierson Drive
Tyndall, MB
R0E 2B0
(204) 268-3514
Email: gplc@mymts.net

Job Vacancy: Executive Director

Job Description:

Gillis Play and Learn Centre (GPLC) in Tyndall, MB, is seeking an experienced Executive Director to oversee GPLC and their off-site extension Tyndall Play and Learn Centre (TPLC). Our school site first opened in 2002, and our new off-site location is set to open in 2024! We provide our community with access to quality care for its infant, preschool, and school-aged children. The facilities incorporate educational play-based learning at an individual and developmentally appropriate level. We provide a high quality of care and nurturance, including children's emotional and physical needs.

We are looking for an exceptional, full-time Director to help establish our new extension (TPLC) while also maintaining the smooth operations of GPLC. This position will supervise and support both site's Supervisors, approximately 34 staff, and 139 children (infant to school-age). The Director will develop an excellent relationship with the children, parents, and guardians of the Centres, and ensure that the Centres provide a warm, welcoming environment for the children and families. The Director will be a general presence among the staff and children, providing programming support wherever possible. The Director will report directly to the Play and Learn Centre (PLC) Board of Directors, Early Learning and Child Care (ELCC), and Child Care Coordinator as assigned.

We offer:

- Competitive wages
- Paid vacation
- Paid sick leave
- Paid lunch
- Full-time, permanent employment

- Benefits
- Pension

Duties and Responsibilities:

- Oversee the financial viability of the organization through budget management in the area of fee collection, invoicing, purchasing, grant management, and balancing revenue and expenditures
- Manage accounts receivable and accounts payable reporting for monthly cash flow ensuring fraud awareness practices are implemented at all times
- Keep abreast of all Provincial mandates/guidelines/webinars/circulars/training, etc
- Develop and apply sound bookkeeping and accounting procedures
- Manage financial transactions, ensuring accuracy and timeliness in filings and reporting to the Board
- Organize and conduct regular staff meetings and attend monthly Board meetings
- Prepare work schedules and shift responsibilities
- Receive and respond to all mail, emails, and correspondence
- Make information about the program available to parents/guardians and ensure the website is up to date
- Conduct and record monthly emergency evacuation drills
- Conduct Employee Yearly Review
- Facilitate the recruitment, selection, hiring, and orientation of all new staff
- Ensure the Centre's licensing requirements are met at all times
- Proactively seek and complete provincial/regional grants as applicable and directed

Position Requirements:

Education:

- ECE III or ECE II in-training to become an ECE III
- Current First Aid and CPR certification
- Accounting (non-profit accounting)

Experience:

- 3-5 years of previous Supervisory Experience, preferably in a child-care setting
- Training in Management and/or Human Resource Management

- Sage Training is an asset

Security and Safety

- Criminal Record Check
- Child Abuse Registry Check

Essential Skills

- Strong leadership
- Maintaining records: employees, children, board activities, and Centre information
- Strong interpersonal skills
- Computer knowledge: operating systems, search engines, email, Microsoft Office, and Excel
- Administration, Clerical, Secretarial
- Establish guidelines for behaviour management
- Job-task planning and organizing
- Speak, read, and write fluently in English
- Strong oral and written communication
- Strong organizational and time management
- Adaptable to change
- Working with others
- Researching, decision-making, critical thinking, problem-solving
- Knowledge of the Manitoba Child Day Care Act
- Knowledge of the Manitoba Child Day Care licensing regulations
- Ability to work collaboratively, transparently, and professionally while reporting to the Board of Directors
- Experience in successfully applying for grants, subsidies, or other financial supports to aid the Centres

Work Conditions/Physical Capabilities

- Physically demanding: a combination of sitting, standing, walking, lifting, bending, crouching, and kneeling

Contact Information: Please email your resume and a cover letter to **gplcboard@gmail.com** to be considered for this great childcare opportunity. Only candidates selected for an interview will be contacted.

Application Deadline: May 31st 2024