



PEERLESS TROUT FIRST NATION

Employment Opportunity

Daycare Supervisor

PTFN Health Programs

Full-time Position

Peerless Lake, Alberta

Peerless Trout First Nation is strong, transparent, and accountable. We continue to grow and are prosperous through innovation, partnerships, and the creation of successful economic opportunities while protecting our cultural values, lands, and Treaty Rights. We will provide a safe and healthy environment for our members to thrive and to assist in developing our future generations. Peerless Trout First Nation is located 68 kilometers northeast of Red Earth, Alberta.

If you are passionate about early childhood education and have the education, experience, dedication, and leadership skills to effectively run a daycare then we want to hear from you!

Mentorship and training will be provided for the right candidate providing they have completed an Early Learning and Childcare Diploma program and possess a level 3 early childcare educator/supervisor certification.

Reporting to the Manager of Health Programs, the Daycare Supervisor will be responsible for overseeing the daily operations of the PTFN daycare centre, ensuring compliance with all childcare regulations, maintaining high standards of care, and leading a team of childcare professionals.

KEY RESPONSIBILITIES:

- Oversee the daily operations of the daycare centre, ensuring a safe and nurturing environment for all children.
- Ensure compliance with all childcare regulations and licensing requirements.
- Develop and implement daycare policies as well as a parent procedure manual.
- Manage the enrollment process, including tours, registrations, and orientation for new families.
- Develop and implement educational programs and activities that promote the physical, social, emotional, and intellectual development of children.
- Ensure that PTFN culture, language, values, and traditions are woven into the curriculum.
- Maintain accurate records, including attendance, incident reports, and staff schedules.
- Communicate regularly with parents and guardians, addressing any concerns and providing updates on their child's progress.
- Ensure the cleanliness of the centre at all times.
- Recruit, train, and supervise daycare staff, providing ongoing support, feedback, and evaluation and professional development.
- Monitor and manage the daycare budget, including ordering supplies and managing expenses.

QUALIFICATIONS:

- 2-year Early Learning and Childcare Diploma.
- ECE (Early Childhood Educator/Supervisor) Level 3.
- Knowledge of Alberta Early Learning and Childcare regulations, and best practices is an asset.
- Excellent leadership, communication and organizational skills.
- Ability to manage multiple priorities and work effectively under pressure.
- Financial acumen and experience with budget management.
- Good written and oral communication skills.
- Organized, reliable and accountable.
- Valid First Aid/CPR Certificate.
- Familiar and proficient with Microsoft Office.

- Experience with daycare management software is an asset.
- Must live within PTFN Communities.
- Willing to provide a copy of your class 5 driver's license and a current driver's abstract.
- Willing to provide an RCMP Police Information Check and Vulnerable Sector Check for and as requested for review every 12 months.

Please submit a cover letter and resume citing ***Daycare Supervisor, PTFN Health Programs*** in the email subject line to: Hr@ptfn.net.

We thank all candidates for their interest, however only qualified candidates selected for an interview will be contacted.

Deadline: November 27, 2024, at 12:00 p.m.