



**PROGRAM SUPERVISOR – CONTRACT (1 YEAR WITH POSSIBILITY OF EXTENSION) Application date extended!**

**CHILDREN'S VILLAGE AT KLONDIKE (KINDERGARTEN/SCHOOL AGE PROGRAM)**

The Children's Village has a long and distinguished history of caring for Ottawa's children. Established in 1864 as a home for orphans, it has responded over the years to the changing needs of children and their families in the community. Filled with a rich tradition of working directly with the community, our history is a testament to our commitment to children and the innovative programs they need.

**Summary Position Description:**

The Program Supervisor is responsible for the day to day operations of the Child Care centre. They must develop a program of education and care for children in a group setting reflecting the principles of *Early Learning for Every Child Today* and Ontario's Pedagogy for the early years, *How Does Learning Happen?*, and in accordance with the regulations of the *Child Care and Early Years Act*. They will oversee the planning, implementation, and evaluation of a developmentally appropriate program that facilitates learning and attainment of developmental goals for children and focuses on active learning through exploration, play, and inquiry. The Program Supervisor must work effectively with staff, provide leadership and supervision. Role model and evaluate staff, students, and others in developing caring and responsive relationships; safety, health and well-being in the learning environment; professionalism and leadership; professional boundaries, dual relationships and conflicts of interest; and confidentiality, release of information and duty to report. Maintain confidentiality at all times.

**Qualification for the Program Supervisor position:**

- Registered member in good standing with the Ontario College of Early Childhood Educators;
- Early Childhood Education Diploma/Degree from a recognized community college or University or other equivalent educational qualifications;
- Minimum of five years' experience in a Licensed Child Care Program with the appropriate age groups;
- Experience in a leadership role;
- Experience working with emergent curriculum, *How Does Learning Happen?* and *Early Learning for Every Child Today*;
- Excellent knowledge of CCEYA;
- Holds a valid Standard First Aid & CPR – Level C Certification;
- Clean and current Police Vulnerable Record Check;
- Displays a caring, compassionate and respectful attitude towards children and families;
- Experienced in basic bookkeeping and familiar with accounting best practices and procedures;
- Familiarity with word processing applications, email and internet;
- Excellent writing skills;
- Ability to analyze and synthesize information;
- Creative problem solving;
- Excellent organizational and time management skills with ability to multitask;
- Excellent communication and interpersonal skills;
- Ability to work collaboratively with others;
- Ability to maintain professional conduct and confidentiality at all times;
- Knowledge of community resources;
- Ability to meet the physical demands of the job.

**Salary:** \$57,000.00 to \$62,000.00 per year plus 4% vacation pay.

**Start date:** As soon as possible. One-year contract with possibility of extension.

Qualified individuals are invited to submit their resume **and** cover letter by April 12<sup>th</sup>, 2021, to Melissa Anson, Assistant Manager Group Care Programs at [melissa@childrevillage.on.ca](mailto:melissa@childrevillage.on.ca)

**Only those selected for an interview will be contacted.  
Thank you for your interest in the Children's Village of Ottawa-Carleton**