

Job Posting

Tyndale St-Georges Community Center

Program Director: Early Childhood Program Director

Summary of Position

The Early Childhood Program Director will oversee the management and development of programs and services designed to meet the needs of families with young children, from birth until school age (5 years). She/He will provide leadership and work collaboratively with a dynamic team involved in a range of projects and programs within this Department. The Director will facilitate programs and provide parents with one-on-one support. She/He will ensure the department's activities and programs are provided in a manner that ensures safety and security to all individuals. She/He will work as part of a management team under the supervision of the Executive Director in support of the wider mission of Tyndale St-Georges Community Center while acting in accordance with policies and strategies put forth by the Board of Directors.

Key Areas of Responsibility

Program Design and Development

Assess development and support needs of clients and potential service users. Plan, design, implement, facilitate and evaluate all programs, activities and services pertaining to the Department. Research trends, tools and programs to promote effective Early Childhood education and consider the potential for implementing these in the Department.

Community Outreach

Collaborate with local organizations and partners in the delivery and development of programs and services. Maintain professional and mutually beneficial working relationships with community partners. Create an outreach strategy to satisfy programming needs.

Team Management

Ensure pertinent quality recruitment, intervention, support, and training for department personnel; provide on-the-job training and support for volunteers; actively participate in management team meetings and endeavours; provide inspirational leadership to the team. Participate in fundraising event and initiatives.

Administration

Help to plan and manage a budget ensuring monthly tracking and timely reporting of expenditures. In collaboration with the Executive Director, develop an annual workplan that ensures that all our obligations concerning funding requirements, protocols and agreements with funding and community partners are respected; Complete all administrative tasks associated with programs and personnel including compiling statistics, writing reports, maintaining budgets and creating departmental policies. Research and write applications for funding. Monitor and evaluate the effectiveness of programs and use the results to improve programs.

Qualifications:

- Degree in Early Childhood Education or a related field of study
- Experience in community\organizational development with managerial experience
- Self-motivated and able to work autonomously and as part of a collegial team.
- Excellent knowledge in program planning and implementation.
- Excellent personnel management skills and experience
- Excellent knowledge and sensitivity towards issues concerning diverse ethno—cultural backgrounds.
- Excellent oral and written skills – Bilingual English and French
- Computer proficiency.

Job Conditions:

- Salary commensurate with experience and qualifications

- Part-time Monday through Thursday (24 hours). Some flexibility required.

Please send your CV, letter of intention and two reference letters to the attention of:

Shauna Joyce, Executive Director
Centre communautaire Tyndale St-Georges Community Center
Email: shaunajoyce@tyndalestgeorges.com

Candidates from the community of Little Burgundy are encouraged to apply.