



"We Care for What Really Matters!"



Invites Expressions of Interest for the Position of
EarlyON Child and Family Centre
SITE SUPERVISOR

Permanent Full Time Position
Competitive Salary Range: \$30.50 - \$34.10
Group Benefit Package
Registered Retirement Savings Plan
Paid Time Off

Child Care Algoma is a non-profit agency dedicated to being a leader in providing quality programs which support healthy early childhood development. It is our vision to play a critical role in strengthening relationships with children and families that sets the foundation for healthy growth and development.

Child Care Algoma invites applications for the position of EarlyON Child and Family Centre Site Supervisor. The EarlyON Child and Family Centre Site Supervisor will assist and support the Program Coordinator in developing, delivering and managing all Programs and Services in Sault Ste. Marie, Ontario, in order to ensure a safe, developmentally appropriate environment for children and families.

Core Responsibilities:

- Develop and supervise high quality programs and services centered on the child and the family in accordance with current provincial legislation.
- Ensure the development and safety of the children and program participants in accordance with current and relevant legislation policies and procedures.
- Supervise and Mentor Registered Early Childhood Educators/Early Years Educators, Support Staff, Students, and Volunteers .
- Ensure equipment and facilities are clean, safe and well maintained.
- Keep current, accurate and confidential client and program information/files.
- Assist with budgets /service data collections, report on expenditures / statistical information and supervise staff, students and volunteers.
- Ensure schedule of activities for EarlyON Child and Family Centres, Community Outreach Programs and Services are prepared and posted.
- Maintain strong linkages/partnerships to child/family support programs and services.
- Conduct health and safety inspections and fire drills as may be required.
- Assist with purchasing, payroll and accounting, procedures and ensure they are performed in accordance with Child Care Algoma's policies and procedures.
- Support and follow through with the Mission, Vision Statements and Values of Child Care Algoma.
- Support and follow through with the Code of Ethics and Standards of Practice of the College of Early Childhood Educators / Association of Early Childhood Education.

The Ideal Candidate will have:

- Diploma in Early Childhood Education and Registered with the College of Early Childhood Educators, or currently pursuing.
- Excellent knowledge of all programs and services offered by Child Care Algoma and the EarlyON Child and Family Centres.
- Excellent knowledge of community resources that support children and families.
- General knowledge of financial management and human resource management.
- Effective written, planning, organizational, time management, and stress management skills.
- Understanding of the cultural environment and inclusion.
- Team building and leadership skills, and the ability to motivate others.
- Respectful, compassionate, understanding, patient, and honest.
- Current Standard First Aid Certificate and Infant/Child CPR.
- Current Vulnerable Sector Police Check.
- Health Assessment and Current Immunization.
- Possession of a vehicle, valid Ontario Driver's License and required insurance.

Applicants are asked to submit an expression of interest letter and an updated resume to:

CHILD CARE ALGOMA HUMAN RESOURCE DEPARTMENT
148 Dacey Road, Sault Ste. Marie, ON P6A 5J7 ~ Fax: 705-945-8735
Email: hwilli@childcarealgoma.ca

Expressions of interest/resumes will be accepted until Monday, April 29th, 2024.

Child Care Algoma is an equal opportunity employer. We thank all applicants for their interest, however only those selected for an interview will be contacted. Should an applicant selected for an interview require any accommodations during the selection process please notify Human Resources at hwilli@childcarealgoma.ca.