



"We Care for What Really Matters!"



Invites Expressions of Interest for the Position of

Floater Site Supervisor

Sault Ste. Marie Licensed Child Care Programs

Full-Time Permanent Position

Salary: Starting at \$33.50 per hour

Paid Time Off

Group Benefit Package and Registered Retirement Savings Plan

Child Care Algoma invites applications for the position of Floater Site Supervisor. We are currently hiring one full-time permanent Floater Site Supervisor position to support our Licensed Child Care Programs in Sault Ste. Marie, Ontario. The position comes with a starting rate of \$33.50 per hour, guaranteed 35 hours per week Monday-Friday. The position requires availability of 7 hours per day between 7:30am and 5:30pm. The position also requires use of personal vehicle, valid Ontario driver's license and required insurance. **MUST BE A REGISTERED EARLY CHILDHOOD EDUCATOR.**

The Floater Site Supervisor will provide leadership and operational support across our Sault Ste. Marie Licensed Child Care Programs as needed. This role offers an opportunity to gain broad Site Supervisor experience by supporting day-to-day operations at various sites, stepping into site specific Site Supervisor responsibilities when required, and assisting programs to ensure continuity of high-quality service. This position is designed to support succession planning and could transition into a site specific Site Supervisor position.

Core Responsibilities:

- Assist with the development and supervision of licensed childcare programs in accordance with provincial legislation (Child Care and Early Years Act).
- Maintain licensing procedures and all conditions of licenses.
- Assist in the implementation of program related policies and procedures and maintenance of current program operating manuals.
- Ensure emergency procedures are carried out as required.
- Ensure children are provided with nutritious food that promotes good nutrition, dental health and awareness of special diets and allergies.
- Ensure program equipment and the facility are clean, well maintained and safe at all times.
- Ensure indoor and outdoor schedule of activities are prepared and posted.
- Schedule Educators, including casual part time employees in accordance with the Child Care Early Years Act.
- In conjunction with the Program Coordinator participate in regular staff meetings and evaluate staff performance.
- Develop and maintain effective working relations with staff.
- Keep parents informed of program expectations, program activities and their child's progress.
- Provide assistance to parents and children who may need help and make referrals to appropriate agencies.
- Develop and maintain current, accurate and confidential files
- As directed by the Program Coordinator, ensure purchasing, payroll and accounting procedures are performed in accordance with Child Care Algoma's policies and procedures.
- Prepare and maintain required program inventories when requested.
- Make purchases as directed by the Program Coordinator.
- Coordinate minor maintenance and repairs as directed by the Program Coordinator.
- Ensure child attendance records are completed and submitted as required.
- Ensure child emergency records are accurate, up to date and accessible to staff.
- Maintain enrolment.
- Conduct parent/staff /student orientations.
- Ensure children are supervised at all times and child/staff ratios are maintained as per the Child Care and Early Years Act.
- 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.
- Maintain a professional approach when interacting with the parents, staff, visitors and School personnel where applicable.
- Responsible for student placements – coordination, preparation and ongoing supervision and evaluation.
- Provide resources to staff, parents, students and community as needed and/or directed by Program Coordinator.
- Provide reports and information to Program Coordinator as requested.
- Ensure Policies and Procedures of the Agency are adhered to.
- Prepare and submit Health and Safety and Program Equipment/Supply requests as requested.
- Attend workshops, training sessions and conferences as requested.
- Assist in "public relation" events sponsored by Child Care Algoma.

The Ideal Candidate will have:

- Diploma in Early Childhood Education and registered with the Ontario College of Early Childhood Educators
- Two-year minimum experience within Licensed Child Care
- Excellent knowledge of current Child Development Theories and Practices, Early Identification and Intervention and of all Relevant Legislation, Policies and Procedures
- General knowledge of financial management
- General awareness of human resources management
- Knowledge of all programs and services offered by Child Care Algoma
- Proficiency in speaking English
- Knowledge in Observation and Documentation curriculum planning
- Effective Analytical and Problem-Solving Skills
- Effective Written, Planning, Organizational and Time Management Skills
- Understanding of the cultural environment and inclusion
- Team building and leadership skills, and the ability to motivate others
- Stress management skills
- Computer literacy skills
- Respectful, compassionate, understanding, patient, honest, consistent, fair
- Current Standard First Aid Certificate and Infant/Child CPR
- Current Vulnerable Sector Police Check
- Health Assessment and Current Immunization required from the successful candidate
- 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

Email: tbruno@childcarealgoma.ca

**Expressions of interest/resumes will be accepted until
11:59 pm on Sunday, March 1st, 2026.**

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 tbruno@childcarealgoma.ca.