



ARBOUR GLEN Day Nursery

*Nurturing a community through
innovative child care*

JOB POSTING: EXECUTIVE DIRECTOR

Who we are:

Arbour Glen Day Nursery is a thriving, independent, not-for-profit, child care centre supporting London families since 1966. We respect the diversity of our children and their families and provide a welcoming environment for all. Arbour Glen is committed to serving the needs of each child individually, which includes a progressive approach to child development and pedagogy. Arbour Glen strives to serve as an extension of the child's family life and to create a place where everyone, including staff, can flourish. Our long tradition of providing excellent quality care is well known in the community.

Who we are looking for:

We are seeking an energetic, innovative, and progressive Executive Director with vision, experience, and outstanding interpersonal skills. The new Executive Director will work with our educators, administrative team, support staff, and Board of Directors to oversee the operations of our centre, and maintain excellent relationships with families. The successful candidate will have exceptional interpersonal skills, excellent communication skills, be open minded, and embrace participatory leadership to positively embrace and implement change. They will be knowledgeable and up to date on relevant policies and guidelines, as well as new ECE research.

Duties and Responsibilities:

General:

- Collaborate with the Board of Directors, staff and families to communicate, and implement long-term vision for the continued success of the centre
- Work with the Program Supervisor, Program Administrator, Educators, and support staff to ensure smooth day-to day operations and a high standard of childcare for families
- Oversee all aspects of child enrollment (communicating with families, giving tours, advance planning)
- Manage all staffing and hiring
- Develop and implement operational plans to ensure effective delivery of programs and services
- Lead the development and implementation of new policies to reflect best practices as required
- Implement staff and centre process improvements where necessary

Financial/Administrative:

- Work with the Board of Directors to plan and implement annual budget

- Oversee payroll, billing, invoicing, and purchasing
- Ensure adherence to financial policies and supervise the preparation of annual audited financial statements as per city requirements.
- Seek and apply for grants

Stakeholder Management and Strategic Visioning:

- Demonstrate strong interpersonal skills, effective communication, and thoughtful leadership to maintain respectful, nurturing, and empowering relationships with educators and staff, families and community partners (e.g., Ministry of Education, City of London and related committees, Child and Youth Network, Child Care Network, Strive, All Kids Belong, and the broader ECE community)
- Foster a cohesive and positive team environment at the Centre, and build collaborative relationships with staff, Board members, and the community
- Plan, develop, and monitor a strong program based upon updated pedagogy
- Participate in timely strategic planning with the Board of Directors, staff, and families

Required Qualifications:

- Minimum 2-year Early Childhood Education diploma or equivalent
- 8-10 years' experience in childcare
- At least 5 years of management or supervisory experience
- Registered member of the College of ECE in good standing
- Knowledge of and ability to work in compliance with the Child Care and Early Years Act
- Familiarity with accounting software (e.g., Sage)
- Pedagogical knowledge in the areas of early education
- First Aid, CPR, and Standard First Aid Certification
- Criminal Reference Check- Vulnerable sector screening must be current within 6 months

Preferred Skills:

- Strategic planning and visioning experience
- Working knowledge of MS Word, Excel, office equipment, etc.
- Comfort with basic website management (e.g., WordPress)
- Experience or education in non-profit governance, community collaboration, communications, and leadership

Other instructions/information:

Please submit a resume, statement of philosophy of early childhood education and cover letter to Dan Cameron: arbourglen1017@gmail.com by 5pm, November 4th, 2022.

Job Type: Full Time, Permanent

Schedule: Monday to Friday

Salary: \$60,000 - 70,000 + benefits package