



JOB DESCRIPTION- ASSISTANT DIRECTOR

Title: Part-time Assistant Director
Reports to: Program Director, Children's Ministry Pastor
Location: 2670 Radcliffe Drive SE, Calgary, Alberta

Job Summary:

The Assistant Director provides and coordinates necessary support, resources, supervision, and leadership under the guidance of the Program Director to ensure the delivery of a safe, nurturing, and developmentally appropriate program for children in Kindergarten to Grade 6. This role supports the effective implementation of the program plan in alignment with the centre's goals, curriculum framework, and the philosophy and policies of GBC Childcare Centre.

The Assistant Director is a key member of the Management Team and assumes leadership in the absence of the Program Director, making operational decisions to ensure the program runs safely, effectively, and in compliance with the Alberta Early Learning and Child Care Act and Regulation and centre policies.

Principle Duties & Responsibilities:

- Ensure and facilitates the smooth functioning of all aspect of the childcare centre in order to best serve children and families
- Assist in providing supervision, leadership and support to all centre staff
- Assist in ensuring all licensing requirements are consistently met
- Work closely with administrative staff to ensure efficient centre operations
- Provides guidance and support to educators in planning, evaluating and adapting programming for children
- Support educators in planning, implementation, and evaluation of developmentally appropriate programming for children
- Collaborate with staff to ensure programs are engaging, inclusive, and aligned with centre philosophy and licensing requirements
- Build and maintain positive relationships with families; supports communication and help resolve concerns as needed
- Assist with coordination and communication with external partners (e.g., school administration and service providers.)

- Assis with promoting and marketing the centre to prospective families
- Acts as a member of the Management Team, contributing to discussions and supporting communication of decisions to staff
- Assumes leadership responsibilities and decision making in the absence of Director
- Performs other duties as assigned by the Program Director

Qualifications:

Must have a flexible schedule and be available for all hours that the program is open and be available to cover shifts within the program.

Hours Required:

Monday-Thursday: 1:00-6:00 PM

Friday: 12:00- 6:00 PM

25-30 hours per week

Hours may vary during PD days, School Breaks and Summer Day

- Minimum of Level 2 Certificate
- A minimum of 2-3 years Early Childhood Experience in the Childcare Industry
- A minimum of one (1) yea in supervisor/ management role as an asset but not required
- Post secondary education in Childcare
- Standard First Aid Certificate
- Current Criminal Record Check, including Vulnerable Sector