

Position: JRCC Daycare Supervisor

Location: 5950 Bathurst St., Toronto ON, M2R 1Y9

Job Type: Full Time

Organization: Jewish Russian Community Centre of Ontario (JRCC)

Report to: Chief of Operations

JRCC Daycare offers a creative and warm Jewish environment for children ages 1.5 to 6 years where individual learning styles are valued and nurtured. We are looking for a Daycare supervisor to lead its programs in order to ensure a solid foundation for future growth.

Responsibilities:

Programs and events: development, organization, execution, and report; hire and train teachers and housekeeping staff; supervise and oversee in-class activity; provide feedback to staff; develop and ensure Jewish identity and community components are highly expressed in the program;

Outreach and communication: identify and reach out to potential families; lead and manage communication with parents; develop and maintain collaborations with relevant community organizations; ensure a welcoming, comfortable, and nurturing environment for families, children, and staff; develop, manage, and maintain web presence/ social media; produce teachers and parent's handbook

Strategy and management: update the database, manage and monitor the Daycare budget, control daycare finances; oversee Daycare day-to-day operations; develop income avenues; maintain efficient and streamlined business processes and policies; solve problems and concerns for Daycare team members; collaborate in organization-wide initiatives and programs; monitor and follow up on safety regulations; manage staff attendance and wages

Requirements:

- Deep appreciation and knowledge of Jewish values, culture, and traditions
- ECE Diploma
- Experience of 3 or more years as ECE or supervisor
- Superior personnel management, strong leadership skills, partnership, and collaboration skills
- Excellent ability for independent work, time management, and initiative
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases

Please send your resume to resume@jrcc.org

Only relevant candidates will be contacted. Review of applications will continue until the position is filled. No phone calls, please.