



ECE CENTRE COORDINATOR

The J's Vision & Purpose:

At our core, we believe in inspiring people to live the Jewish lives they want to live. Our dynamic team is guided by our mission: to build and sustain a caring and vibrant community hub that is welcoming to all and based on a solid foundation of Jewish values and with a strong connection to Israel.

What We Do:

From daycare to seniors' programs, fitness to recreation, Jewish learning to holiday celebrations, and everything in between, the J provides life-changing programs infused with Jewish values that inspire and enrich our members and provide a best-in-class experience.

Our ECE Centre is one of our flagship J programs, licensed for 314 children ages infant to 12, operating a renowned before/afterschool program and daycare/preschool in our state-of-the-art facility. Our dedicated staff provide a safe, nurturing, warm, professional and enriched teaching experience infused with Jewish values and experiential learning incorporating the ELECT, How Children Learn and JCC Sheva teaching philosophies and extra-curricular specialties.

The Right ECE Centre Coordinator:

At your core, you're a superb educator and administrator with a passion for working with children and a strong flair for helping people and providing exceptional customer service. Jewish culture, traditions, and a connection to Israel are part of your DNA. You are also able to work a 9 a.m.-6 p.m. schedule. Your English language skills are superior, oral and written, and if you speak Hebrew and/or Russian it is a huge asset.

This full-time addition to our ECE Centre reports to our ECE Centre Director and along with our Before/Afterschool Program Coordinator forms our ECE Centre Management team. Responsibilities include:

- ✓ Creating a warm, friendly, helpful and nurturing environment for parents, students and staff
- ✓ Administering and overseeing the Daycare, Preschool and Before/Afterschool daily operations according to the Child Care and Early Years Act (CCEYA), Program Statement, Sheva framework and Collective Agreement
- ✓ Ensuring program and ratio compliance with the Ministry licensing and ensuring the health and safety of all staff and children at all times
- ✓ Developing and maintaining excellent working relationships among staff, including staff meetings
- ✓ Assisting with setting staff schedules ensuring appropriate coverage for staff breaks, program planning, vacations and other absences
- ✓ Assisting with hiring, coaching, counseling, training and evaluating staff and ensuring high results and staff retention
- ✓ Assisting with payroll, invoices and PWE tracking
- ✓ Assisting with kitchen administrative duties including ordering supplies, tracking invoices, overseeing kashrut, allergy prevention and other kitchen protocols
- ✓ Providing curriculum outlines and input into lesson plans and ensuring high quality outputs that meet the physical, social and emotional needs of the children in our care
- ✓ Developing and working collaboratively with Parent Teacher Group (PTG) and Labor Management Committee
- ✓ Providing efficient, effective, friendly and professional public relations and communication with parents, interested clients, and community members by phone, in person, email, and tours ensuring high recruitment, retention and satisfaction



Schwartz/Reisman
Centre

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- ✓ Assisting with coordinating the before/after school bussing, planning and overseeing PA days, planning and overseeing special events and celebrations in the ECE Centre
- ✓ Covering in classroom when necessary
- ✓ Participating in SRC events and special activities

Change Lives, Work, & Grow with Us:

Work with some of the most passionate, driven, and effective community builders and educators in the City and be part of an environment which will challenge you and empower you to keep learning and growing. What else can you expect?

- Swim, workout, and enjoy our programs with a free Family Membership at the J
- Jewish holiday community celebrations & paid time off to enjoy the Jewish holidays with your family
- Comprehensive wellness benefits
- Commitment to your training and career growth
- Of course, all of this also comes with a market competitive salary

How to Apply:

We welcome all applicants. Accommodations during all phases of the hire process will be made wherever possible. If you are interested in and well qualified for this exciting opportunity please submit your resume in confidence via e-mail no later than **April 26, 2019** to Jeanette Hyde, H.R. Director: jeanette@srcentre.ca Please clearly state the job title in your email subject line.

We appreciate your application, however we will only be contacting the candidates we wish to interview.