



Little Mountain Neighbourhood House Society

#102-1193 Kingsway, Vancouver, BC, V5V 3C9

Tel: 604-879-7104

www.lmnhs.bc.ca

INTERNAL & EXTERNAL JOB POSTING

CHILD CARE DEPARTMENT: Child Care House Manager

LMNHS PREAMBLE

Little Mountain Neighbourhood House Society's vision is to connect, engage and empower community members to create a vibrant, inclusive and caring neighbourhood. We achieve this by developing and facilitating social, educational, cultural and recreational programs and initiatives that strengthen neighbourhood life for a diverse group of community members.

The Child Care (CC) House Manager is accountable for providing leadership, guidance and strategic direction to; staff, volunteers and students working in the areas of Infant/Toddler/Early Years/OSC programs. The CC Manager is responsible for ensuring that these programs and services are financially viable & accountable. This position oversees program related matters, training and development, program delivery and outcomes, and ensures that the house child care programs are in alignment with LMNHS strategic goals. The CC Manager works as a team player promoting quality Child Care for the community.

REPORTS TO: Director Child Care

Reporting to the Director Child Care the CC House Manager is responsible for overseeing the start-up and overall leadership, administration and management of LMNHS House Childcare, including human resources, financial management, facilitating program development, and equipment/materials. Also, supports the Director Child Care with the offsite child care programs

KEY DUTIES AND RESPONSIBILITIES:

Start-up:

- Working with a project team to oversee all start-up functions of the new centre including setting up waitlist and registration systems, program planning and implementation, human resources, license and permits, furniture and equipment purchasing, team training, environment set-up.

Leadership:

- Oversee the day-to-day operation of the LMNHS house Child Care programs including the establishment of strategic and operational work plans, program goals, objectives, and success indicators.
- Ensure that the Child Care programs & LMNHS's philosophy are aligned and standards are implemented
- Ensure that licensing Rules and Regulations are met or exceeded
- Ensure that all required certifications are met/up to date and that ethical practices are followed in accordance with ECEBC's Code of Ethics
- Role model, observe, question, demonstrate and reinforce appropriate ECE techniques with staff, children, families and other professionals
- Knowledge and experience working in programs using the R.E.G.G.I.O. philosophy
- Experience in implementing and working in BC ELF environments
- Able to provide reflective and emergent curriculum
- Ability to adapt and be flexible in a culturally safe manner



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Administration:

- Maintain each programs budgets, & records by administering the revenue and expenditures in accordance with the Finance team to ensure transparency and accountability.
- Carry out public relations and marketing initiatives for the child care programs whenever possible.
- Provide required reports to Ministry of Education and Childcare (MEC), and other funding agencies to ensure financial accountability and compliance of contracts and delivery of professional services
- Recruit, hire, and mentor staff
- Train and/or arranges training for program staff, volunteers and practicum students
- Monitor staff performances, objectives, and goal settings while fostering teamwork and professional growth opportunities
- Ensure that the required facilities and equipment are safe and accessible
- Maintain child/staff ratios in all programs and steps into the program when needed to maintain ratios, support the educators and model high quality care, in accordance with licensing regulations and consideration of community standards as well as the needs of the group
- Maintain a high degree of confidentiality on all matters relating to the children, staff, and LMNHS
- Oversee all aspects of the Nutritious Lunch Program
- Support marketing and enrollment efforts to Develop and maintain the Child Care programs waitlist.
- Schedule/conduct/attend/take minutes and participate in staff/committee meetings to discuss, plan, update and assess goals and objectives
- Attend and participate in regular team meetings with the Director Child Care & CC department Coordinators
- Recommend program improvements to the Director Child Care
- Administer first aid and medications in accordance with established policy
- Ensure a comfortable, respectful, congenial, healthy and safe environment in which the children and adults can interact
- Identify and report to Director Child Care any physical/environmental hazards
- Identify, document, report and take appropriate action with respect to information regarding suspected abuse, illness or accidents
- Performs other related duties and responsibilities as assigned by the Director Child Care

KNOWLEDGE/SKILLS/ABILITIES:

- Proficient in Microsoft Office software, such as Microsoft Word, Excel, Outlook, Sharepoint and other communication tools
- Understanding of the Neighbourhood House Model of Service Delivery
- Enjoys working in an inclusive and diverse community
- Strong team building skills
- Ability to adapt and be flexible in a culturally safe manner
- Passion for professional development and growth
- Proven ability to communicate effectively with staff, co-workers, and management both written and verbally
- Creative initiative and a sense of humor
- Communicates effectively with the Director Child Care on a regular basis



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QUALIFICATIONS AND EXPERIENCES:

- Have a valid BC ECE license to practice
- Have any/all valid SNE, and/or ITE licenses to practice, and/ SACC certificate
- Have/take the Administration and Management for Child Care certificate
- Have a valid First Aid & Food Safe certificate
- Have a clear Criminal Record Check
- Minimum 5 years of experience working in a licensed childcare setting
- Minimum 3 years' experience in a leadership role
- Experience working in a multi-aged child care programs organization
- Knowledge of the BC (ELF) Early Learning Framework and BC Childcare Licensing Regulations
- Able to provide reflective and emergent curriculum
- Strong team building skills
- Additional language/s, and experience in working in a multicultural environment is an asset
- Experience working in a Non-profit agency an asset
- Character/Work references.

RENUMERATION: is \$33.25 per hour plus full benefits after a successful 6-month probationary period Benefits include; 100% Employer paid MSP, Extended Health/Dental benefits with Pacific blue cross. Plus; vacation leave, and sick days

HOURS: 35 hrs per week Mondays to Fridays

Closing Date: February 18, 2026,

Desired Starting Date: March 2026

Apply to: **Geraldine Clevette**
Director Child Care
#102-1193 Kingsway, Vancouver, BC V5V 3C9
geraldinec@lmnhs.bc.ca

SORRY NO PHONE CALLS PLEASE, ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED

We are an equal opportunity employer