

The Prince George Native Friendship Centre (PGNFC) has grown and continues to be one of the largest and busiest community service delivery agencies in Prince George. Our clientele of Aboriginal and non-Aboriginal peoples have supported the Centre's program offerings for the last 49 years. The PGNFC provides culturally appropriate programming to meet the community's unique and diverse needs. We offer a wide variety of services, which includes educational, employment, health, and social programs.



## Prince George Native Friendship Centre

*"We are a dynamic and compassionate team facilitating individual, family, and community growth, well-being and mutual understanding through the "power of friendship".*

*You are passionate about Early Childhood programs supporting our Community.*

*You are proven leader and enjoy overseeing a highly skilled team.*

*You are committed to provide holistic and quality children's programming.*

Come join our team as a:

### **Daycare Operations Manager**

The Daycare Operations Manager is a member of the Early Childhood Services team and reports directly to the Director of Early Childhood Services. This role provides successful leadership and support to ensure the best care for the children, families and staff of all PGNFC Licensed Childcare Spaces.

You will ensure and facilitate the functioning of all aspects of the Childcare Centres in coordination with program Coordinators. Provide leadership and support to Coordinators and Childcare Staff. Conduct ongoing informal reviews of Childcare Centres. Participate in recruitment of Childcare Staff and assist in all licensing matters. Provide guidance to Coordinators with Policy Development and work collaboratively with Director on new proposals. Participate in the planning of appropriate professional development opportunities and oversee reporting for Programs (CCOF, SIRF).

You have your Early Childhood Education Diploma or recognized equivalent, complemented by at least 5 years of Childcare Centre management experience. In addition, you have considerable knowledge of BC Childcare Licensing Regulations, excellent time management, written and verbal communication skills with proven leadership and interpersonal skills. Proficient in Microsoft Office Applications. You have a Class 5 Driver's License, and are willing to undergo a Criminal Record Check;

**To apply for this position please submit a resume, cover letter before noon on January 17, 2019, to:**

Prince George Native Friendship Center  
1600 Third Ave., Prince George BC  
Email: [employment@pgnfc.com](mailto:employment@pgnfc.com)

For a complete job description outlining the duties and responsibilities please visit our website at [www.pgnfc.com](http://www.pgnfc.com)

"Power of Friendship"