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CAREER OPPORTUNITY – Daycare Director

Staffing Process Number: FCCD-2025-001

The Fort Chipewyan Community Daycare is seeking to fill **one (1)** full-time and permanent role of **Daycare Director**. The hours of work are 7:30am to 5:30pm, with a willingness to work variable shifts including evenings, weekends and holidays. The schedule may change from time to time to meet operational requirements.

The role reports to the FCDC Board of Directors or designate; and is responsible to oversee the day-to-day operations and supervise staff. This is a local position to **Fort Chipewyan, AB.**, and the successful candidate may be provided with accommodations and transportation.

GENERAL RESPONSIBILITIES:

- Oversee the day-to-day functions of the Daycare and manage staff.
- Maintain high quality childcare standards based on developmentally appropriate practices.
- Ensure the safety and welfare of each child including but not limited to ensuring that the ratios and maximum group size of the Early Learning and Child Care Act and the Early Learning and Child Day Care Regulations are strictly adhered to.
- Plan and implement a suitable program to ensure high quality care and to meet the needs of all children, utilizing clear and concise routines, rules and limits.
- Implement the Daycare's policies.
- Oversee the hiring and training of new staff members.
- Ensure appropriate facility cleanliness at all times.
- Ensure that each child's nutritional needs are met and that substitutions are provided for children with any dietary restrictions.
- Assist with the preparation of the Daycare's budget and ensure that the Daycare is compliant with the budget.
- Maintain open, consistent and effective communications with parents.
- Promote good public relations.
- Encourage collaboration and communications amongst staff.
- Maintain close communication with staff on the development and progress of each child.
- Ensure safety and maintenance of equipment and toys.
- Assist staff members with their tasks.
- Establish required local business accounts.
- Evaluate the effectiveness of the Daycare's policies and programs.
- Work with the Daycare to secure funding from different funding agencies such as the Government of Alberta and the Government of Canada and ensure prompt and accurate reporting to funding agencies.
- Provide monthly reports to the Daycare's Board of Directors.
- Other duties, as required.

JOB QUALIFICATIONS:

- Early Childhood Educator Certification: Level Three (3) supervisor, required.
- Five to Ten (5-10) year's daycare management experience, required.
- Five years of experience of program planning for young children.
- Five (5) years of supervision experience is required.
- Experience with licensing regulations.
- A valid Class 5 Driver's Licence.
- Ability to speak, read, and write in English.
- Vulnerable Sector Check is a requirement.
- Exceptional interpersonal and communication skills.
- Strong organizational skills.
- Must be dependable and reliable.
- Ability to lift no more than 50 pounds.
- Ability to work independently and as a team member.
- Willingness to work in a diverse workforce.
- Willingness to sign a Confidentiality Agreement.

Salary will be dependent on experience and qualifications.

Interested applicants are invited to e-mail a covering letter and resume quoting,
Staffing Process Number: FCCD-2025-001, in confidence to: HR@acfn.com
Closing Date: Résumés will be accepted until a successful candidate is found.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous People (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given Indigenous People.

Mahsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.