

Job Posting

Child Care Supervisor, Level 1

Permanent Full-Time

35 hours per week (days, evenings, weekends as needed)

Starting Annual Salary: \$63,518.00

Location: Lasalle Elementary

(1545 Kennedy Street, Sudbury, ON)

Anticipated Start Date: As soon as possible

Our Children, Our Future / Nos enfants, notre avenir (OCOF/Nena) is a mission-driven organization dedicated to meeting the diverse needs of children, families, and communities through inclusive, impactful programs and services. Rooted in values and guided by long-term vision, OCOF/Nena operates with a clear focus on positive social change, professional excellence, and sustainable growth.

Why Should You Join OCOF/Nena?

At OCOF/Nena, we believe that leadership roles in early childhood education deserve meaningful recognition and support. As a Child Care Supervisor, you'll join a dedicated management team entrusted with fostering excellence in child care and team leadership – and you'll be rewarded accordingly. When you join our team, you will benefit from:

- Annual Salary Grid Raises
- Flexible Work Schedule (flex time)
- Group RRSP Contributions (employer paid)
- Maternity/Paternity Leave top up
- Paid Floater, Sick and Bereavement Days
- Paid Professional Development
- Paid Professional Membership Fees
- And more!

Take your next leadership step in an organization that values your expertise, supports your development, and champions high-quality learning environments.

Job Summary:

The Child Care Supervisor leads, supports, and mentors child care teams while ensuring full compliance with the Child Care and Early Years Act (CCEYA), the College of Early Childhood Educators' Code of Ethics and Standards of Practice, and OCOF's pedagogical philosophy. The ideal candidate is a bilingual professional with strong leadership, organizational, and communication skills who thrives in a collaborative, inclusive, and family-centered environment.

If you're a Registered Early Childhood Educator with a background in child care leadership and a deep understanding of inclusive, play-based learning, we'd love to hear from you!

Key Responsibilities:

- Oversee the day-to-day operations of the child care site in alignment with ministry regulations and organizational policies
- Prepare and maintain staff schedules to meet required ratios
- Support and mentor educators in pedagogical practices, including OCOF's Culture of Caring
- Ensure compliance with licensing standards and respond promptly to inspection recommendations

- Engage with families: complete parent enrollments, conduct orientations, maintain parent profiles
- Promote teamwork, manage conflict professionally, and collaborate with other Supervisors
- Maintain accurate reporting systems and track purchases
- Work closely with HR on Return to Work plans and performance management
- Collaborate with community partners to enhance family and child support services

Qualifications and Skills:

I. Education & Certificates

- Post-Secondary Diploma in Early Childhood Education (ECE) from a recognized institution.
- Registered with the College of Early Childhood Educators (CECE) and in good standing.
- Must be 18 years of age or older.
- Current Standard First Aid and CPR Level C (or willingness to obtain)
- Food Handlers (or willingness to obtain)
- Current Satisfactory Vulnerable Sector Criminal Record Check (within the last six months)
- **Current valid Ontario “G” drivers license and access to a reliable vehicle (required).**

II. Experience

- Minimum of 3-5 years of experience in a licensed child care setting.
- Knowledge of CCEYA, pedagogical frameworks (*How Does Learning Happen?*, *ELECT*), and Ontario’s Pedagogy for the Early Years.
- Leadership experience is an asset.

III. Skills

- Passion for working with children and fostering their individual growth.
- Strong communication, teamwork and problem-solving skills.
- Excellent interpersonal and organizational skills.
- Excellent verbal and written communication skills.
- Time management and critical thinking skills.
- Decision making and problem-solving skills.
- Conflict resolution skills.

Additional Considerations:

- Work conditions include ability to lift up to 40 lbs, ability to do all of the following: bending, stooping, stretching, squatting, pushing, pulling, sitting, walking and running.
- Interactions with children, family members and community partners.
- Noise level can be moderate to loud.

How to Apply:

Please submit your interest by email to our HR Department by Thursday October 2, 2025 by 4:00pm.

Closing Date: October 2, 2025 @ 4:00pm

By Email: Hiring@ocof.net

We wish to thank all applicants for their interest but advise that only those selected for an interview will be contacted. Accommodation is available for applicants selected for an interview.