

Job Posting

Child Care Supervisor, Level 2

Position Status: Permanent Full-Time

Hours of Work: Monday – Friday, 35 hours/week (days, evenings, weekends as needed)

Starting Annual Salary: \$61,425.00

Location: Central Manitoulin Site
(56 Yonge St, Mindemoya, ON, P0P 1S0)

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 Our Children, Our Future/Nos enfants, notre avenir, we are committed to supporting our staff with meaningful benefits and a positive, inclusive work environment. When you join our team, you will benefit from:

- Annual Salary Grid Raises
- 50% discount on child care fees (and priority placement on childcare waitlist)
- Comprehensive Benefit Package including: dental, drug, vision and extended health care coverage (paid by the employer)
- Group RRSP Contributions (paid by the employer)
- Paid floater, sick and bereavement Days
- Paid professional development
- And more!

Job Summary:

The Child Care Supervisor will provide leadership, mentorship, and guidance to the child care team in alignment with the organization's Program Statement and policies, and in compliance with the Child Care and Early Years Act (CCEYA) and the College of Early Childhood Educators Code of Ethics and Standards of Practice.

The ideal candidate is a collaborative and inclusive professional with strong leadership, organizational, and communication skills who thrives in a family-centered environment.

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 ensure required ratios are consistently met
- Support and mentor educators in pedagogical practices, including OCOF's Culture of Caring
- Ensure compliance with licensing standards and respond promptly to inspection findings and recommendations
- Build strong relationships with families, including managing enrollments, conducting orientations, and maintaining accurate parent records
- Foster a positive team environment, support conflict resolution, and collaborate with other Supervisors
- Maintain accurate reporting systems and monitor site purchases
- Collaborate with Human Resources on Return to Work plans and performance management processes
- Engage with community partners to enhance supports and services for children and families

Qualifications and Skills:

I. Education & Certificates

- Post-Secondary Diploma in Early Childhood Education (ECE) from a recognized institution
- Registered and in good standing with the College of Early Childhood Educators (CECE)

- 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” driver’s license and access to a reliable vehicle (required).**

II. Experience

- Minimum 3-5 years of experience in a child care setting.
- Strong knowledge of CCEYA, *How Does Learning Happen?*, and Ontario’s Pedagogy for the Early Years.
- Previous leadership or supervisory experience is an asset

III. Skills

- Strong interpersonal and organizational skills
- Time management and critical thinking
- Conflict resolution and problem-solving
- Independent and team-based work ability
- Deep understanding of CCEYA and licensing regulations
- Deep understanding of the CECE Code of Ethics and Standards of Practice

Additional Considerations:

- **Current valid Ontario “G” driver’s license and access to a reliable vehicle are required, with the ability to respond to operational needs, including stepping into program coverage and completing off-site tasks as required**
- Ability to lift up to 40 lbs and perform physical tasks including: bending, stooping, stretching, squatting, pushing, pulling, sitting, walking and running
- Flexibility to meet operational needs
- Regular interaction with children, family members and community partners
- Work environment noise level can be moderate to loud

How to Apply:

Please submit cover letter and resume by email to our HR Department:

Attention: Donna Whitmore, Director, Child Care Services & Pedagogy
Subject Line: Supervisor Level 2, Central Manitoulin (Mindemoya)
By Email: Hiring@ocof.net

This posting is for an active vacancy, and the posting will remain open until the position is filled.

Equity, Accessibility & Recruitment Transparency:

Our Children, Our Future / Nos enfants, notre avenir (OCOF/Nena) is an equal opportunity employer committed to building an inclusive, diverse, and accessible workplace. We encourage applications from Indigenous, Black, racialized, 2SLGBTQ+, and differently abled individuals, as well as members of equity-deserving communities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation is available throughout the recruitment and selection process. Applicants are encouraged to make their needs known in advance.

This recruitment process may use automated tools or artificial intelligence to support application screening and candidate review. These tools do not replace human decision-making in the hiring process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.