



**FAIRFIELD GONZALES**  
COMMUNITY ASSOCIATION  
the place to connect

**JOB POSTING:**

**Moss Rock Preschool Manager  
(Mat Leave Cover)**

Posting date: **03 July 2018**

Application deadline: **27 July 2018 or  
until a suitable candidate is found**

Anticipated start date: **27 Aug 2018**

The FGCA is a non-profit charitable society governed by a Board of Directors. We are a multi-faceted community organization that runs licensed programs (preschool, out-of-school care and daycare) and community programs and services for individuals of all ages and stages. Here at the FGCA our mission is to create a collaborative, inclusive, sustainable and connected community.

Moss Rock Preschool is an outdoor, exploration based preschool that focuses on the power of inquiry and empathy. Reporting directly to the Early Years Coordinator, this is a temporary, full-time position that will be filling the last 4 months of a Maternity Leave (August-December).

**Responsibilities:**

- Work collaboratively with our senior management team
- Provide direct supervision to the Moss Rock Program and general oversight of the preschool program. This includes, but is not limited to;
  - managing the human resources, finances and parent communication
- Act as a liaison and provide supervision and support to centre management and front line staff
- With the support of the entire ECE team, coordinate, plan and deliver high quality, child-centered child care services for a program of 15-17 children ages 3-5
- Act in accordance with the FGCA policies and procedures as well as within the requirements of all governing agencies
- Attend staff meetings, and other community meetings when necessary
- Support related FGCA activities events and generally promoting the mission of the association

**Qualifications**

- Direct experience managing in a licensed care setting
- Must hold a current Early Childhood Educator Certification
- Strong written and oral communication and interpersonal skills
- Competency in MS Office, Windows 10 and server based software
- First aid certificate and clear criminal record check
- Experience working in a preschool setting that uses pedagogical narrations as part of its' practice
- A sense of humour is a must!

**Hours and Compensation:**

**Rate of Pay:** \$21-\$21.50/hour (\$20 during the three-month probationary period)

**Benefits:** Health benefits (after 3-month probation period), professional development opportunities, sick days, paid vacation time (2 weeks to start), work cell phone, a travel stipend of \$25 per month, and a supportive and collaborative, community focused work environment.

**Hours of Work:** 35hours/week, Monday-Friday, Shifts scheduled between 8am and 5:45pm.

*\*For a detailed Job Description please visit our website at [www.fairfieldcommunity.ca](http://www.fairfieldcommunity.ca)*

*Interested individuals are requested to forward their resume (with cover letter) to Kristina Wilcox via e-mail ([kwilcox@fairfieldcommunity.ca](mailto:kwilcox@fairfieldcommunity.ca)) or in person at the Fairfield Community Place (1330 Fairfield Road) during our administrative hours.*