



Position Title: Senior Manager- Early Years

Wage Grid Classification: Senior Manager 1

Employment type: Ongoing, permanent

Reports to: Co-Executive Director, HR & Programs

About Fairfield Gonzales Community Association

The Fairfield Gonzales Community Association (FGCA) is a non-profit charity whose mission is to create a connected, collaborative, inclusive and sustainable community by providing various services. We serve over 25,000 users annually through recreation classes, community events, childcare, food access, parent and tot programs, and much more – right in the heart of the Fairfield-Gonzales neighbourhood.

Hours and Location

This position is a year-round position. The hours of work are 37.5 hours per week between the hours of 7:30am and 6:00pm. Occasional evening and weekend work is required. Your contracted hours and shifts will be scheduled in accordance with program needs and the discretion of your direct supervisor, the Co- Executive Director.

Job Summary

The Senior Manager- Early Years position is an ongoing, year-round position. Working closely and collaborative with the rest of the senior management team, the role is to oversee and direct the operations of the FGCA's early years and family programs. The Senior Manager- Early Years is part of a collaborative senior management team and reports directly to the Co-Executive Director.

This work is accomplished by:

- Overseeing the operation and fiscal health of preschool, family, and all-day childcare programs, ensuring high-quality service and sustainability.
- Independently drive initiatives that serve to improve the programs of FGCA
- Continually sourcing external resources to develop, expand and maintain quality programs and acting on opportunities.
- Leading the planning, development, and delivery of low-cost or donation-based family programs (e.g., Kindergym, Parent & Tot, Laugh, Learn & Lunch) for children aged 0–6.
- Fostering collaboration across programs while supporting each team's autonomy and specific needs, and
- Modelling a positive, approachable, and family-centered attitude in all interactions.

Key Responsibilities

General

- Stay up to date on trends, issues, and promising practices in the early years field.
- Establish and support a positive and collaborative team environment.
- Attend all staff meetings and training sessions.
- Report issues of concern to the Executive Director in a timely fashion.
- Participate actively in conflict resolution and team decision-making.
- Make recommendations for improvement and encourage involvement from program participants and their families in association activities.
- Encourage cross-department collaboration between the early years programs and all other programs.
- Maintain general knowledge of Fairfield Gonzales Community Association's services and programs.
- Be prepared to offer other program areas support which may include supervision, consultation and possible on call responsibilities.
- Continually work to address.

Human Resources

- Directly supervise Lead Educators and frontline family programs staff, guide the full team of educators (currently a team of 9-12 individuals) including recruitment, hiring, orientation, training, and evaluation.
- Lead conflict resolution, discipline, and performance management for your team
- Ensure adequate staffing levels are maintained as mandated by regulatory bodies.
- Support Lead Educators in the recruitment, supervision, and evaluation of frontline staff
- Ensure adequate training for all new staff as well as ongoing training for existing staff.
- Preparation and annual review and revision of staff and parent handbooks for the FGCA early years programs.
- Identify, recruit, train, and support practicum students for early years programs as appropriate and in consultation with program managers.

Facilities

- Ensure the enjoyment and safety of all staff and participants by maintaining the program site and implementing safe practices.
- Continually work to improve the physical environment for all users paying close attention to exhausted equipment and materials.
- Identify and communicate requests for facility improvements.

- Take responsibility for all programs by caring for and maintaining facilities as shared community resource.

Communications

- Promote programs to ensure strong registration and community engagement.
- Represent FGCA with community partners and networks (e.g., CAPC, ECEBC, Camosun College).
- Daily communication with other senior staff and Executive Directors.
- Contact point for enquires and concerns for early years programs.
- Conduct ongoing needs assessments and evaluation of programs.
- Advocate for caregivers and their children with barriers to service.
- Support educators in providing effective communication to caregivers.

Financial

- Assist in annual budget development for the program area.
- Monitor revenues and expenditures to ensure accuracy, identify operational changes needed, and plan for long-term financial viability of programs.
- Identify and apply for possible funding opportunities and partnerships.
- Lead in collection, reporting, and recording of revenues from various sources (parent fees, subsidies, government contracts, and programs).
- Prepare and submit periodic reports to funders (MCFD, CAPC).

Compliance

- Be familiar and stay current with changes to the Child Care Licensing Regulation and employment-related legislation.
- Ensure that the facility and programs are compliant with Child Care Licensing Regulation **and all other regulatory bodies.**
- Be familiar with, create, monitor, communicate, and implement FGCA policies and practices that ensure compliance.
- Ensure compliance with all contracts and funding agreements in the program area.
- Provide program area reports for FGCA records.

Children

- Advocate for the participants (children and caregiver) with particular attention to participants with special needs or circumstances that increase their barriers to service.
- Manage Registration (start & end dates, waitlist, and paperwork) of new children and liaise with program lead.
- Lead programming development that promotes children's self-esteem and confidence-building.
- Lead staff to provide age-appropriate guidance and positive re-direction to children.

- Develop and deliver professional development opportunities for staff that support current best practices in early child development.
- Address any parent/caregiver concerns in a timely and effective manner.
- Create and support opportunities for parent/caregiver connection and collaboration.

Qualifications

- Post-secondary diploma in a relevant field (or equivalent combination of education and experience).
- Valid Standard First Aid & CPR (C).
- Clear Vulnerable Sector Criminal Record Check.
- ECE or ECE Assistant Certificate is an asset.
- Minimum 2 years' experience in licensed childcare settings.
- Minimum 2 years' supervisory experience.
- Strong leadership, communication, and customer service skills.
- Proficient in MS Office and digital recordkeeping.
- Familiarity with BC Early Years Framework.
- Knowledge of the Child Care Licensing Regulation and related legal responsibilities.

Working conditions

- Open, shared workspace with frequent interruptions and public interactions.
- Majority of work performed onsite; some remote work may be possible.
- May involve physical activity (lifting, bending, sitting on the floor with children).
- Occasional direct work with children and families as needed.

Updated: September 2025

