

Job Profile - Program Director- Vulcan Daycare Society

Job Purpose

The Program Director oversees the coordination and administration of all aspects of the Vulcan Daycare Society including planning, organizing, staffing, leading, and controlling program activities.

The successful candidate will be an energetic, enthusiastic and self-motivated individual, with a love of children and an aspiration to develop or enhance their career in Early Childhood Education. As the Program Director of the Vulcan Daycare Society, you will have the opportunity to lead a dynamic staff of educators to create an engaging and nurturing environment for the flourishing young minds of children from age newborn to 12 years old.

Primary Duties and Responsibilities

The Program Director performs a wide range of duties including some or all of the following:

Plan the program

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the Vulcan Daycare Society
- Develop new initiatives to support the strategic direction of the Society
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Develop an annual budget and operating plan to support the program
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Develop funding proposals for the program to ensure the continuous delivery of services

Organize the program

- Ensure that program activities operate within the policies and procedures of the Vulcan Daycare Society
- Ensure that program activities comply with all relevant legislation and professional standards
- Develop forms and records to document program activities
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization

Staff the program

- In consultation with the Board of Directors, recruit, interview and select well-qualified program staff
- Implement the human resources policies, procedures and practices of the organization
- Ensure that personnel files for the program are properly maintained and kept confidential
- Establish and implement a performance management process for all program staff
- Engage volunteers for appropriate program activities using established volunteer management practices
- Ensure that all program staff receive an appropriate orientation to the organization and the programs

Lead the program

- Ensure all staff members receive orientation and appropriate training in accordance with organizational standards
- Supervise program staff by providing direction, input and feedback
- Communicate with parents and other stakeholders to gain community support for the program and to solicit input to improve the program
- Liaise with staff, parents and children to ensure the effective and efficient program delivery
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency

Control the program

- Write reports on the program for management and for funders

- Communicate with funders as outlined in funding agreements
- Ensure that the program operates within the approved budget
- Monitor and approve all budgeted program expenditures
- Monitor cash flow projections and report actual cash flow and variance to the Board of Directors on a regular basis
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the program are up to date
- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements
- Provide required information to have invoices generated and submitted to funders according to the established timelines
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework
- Report evaluation findings to the Board of Directors and recommend changes to enhance the program, as appropriate
- Complete billing and payroll duties.

Qualifications

Education

- Child Care Supervisor Certification or equivalent

Knowledge, skills and abilities

- Knowledge of program management
- Knowledge of client groups and/or issues related to the program area

Proficiency in the use of computers for:

- Word processing
- QuickBooks
- Databases
- Spreadsheets
- E-mail
- Internet

Personal characteristics

The Program Manager should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Children's Needs:** Anticipate, understand, and respond to the needs of children and their families to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Experience

- 3 to 5 years' experience in a related field

Working Conditions

- Program Directors usually work in an office environment but the mission of the organization may sometimes take them to non-standard workplaces.
- Program Directors work a standard work week but may be required to work some evenings and weekends to monitor program activities.