



## **MANAGER OF CHILD DEVELOPMENT**

### **JOB POSTING**

#### **ABOUT YWCA SASKATOON:**

The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

#### **DIVERSITY, EQUITY, & INCLUSION STATEMENT:**

At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Saskatchewan

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.

## POSITION SUMMARY:

The Child Development Centre Manager oversees the daily operations of the Centre, including managing staff in a unionized setting, coordinating activities, and supervising programs. The role involves managing licensing requirements, implementing health and safety protocols for routine inspections, and preparing funding documents to ensure ongoing compliance with all regulatory standards. The position promotes a positive and inclusive workplace culture and develops strong community partnerships to enhance programming and support for clients. Reporting to the Director of the Child Development Centre, the Manager helps deliver high-quality early learning and care services to meet the diverse needs of children and families.

## POSITION REPORTING:

Reports to the Director of Child Development Centre

## WHAT WE OFFER:

- Rewarding work; contribute to meaningful change for clients and our community
- An inclusive and supportive team
- Fitness membership at Fitness on 25th and a discounted rate on eligible programs

## MAJOR RESPONSIBILITIES:

- 1. Oversee daily operations of the Child Development Centre in collaboration with the Director to ensure high-quality programs and services that support children and families.**
  - Manage daily operational needs by scheduling staff, assigning tasks, supervising work, and conducting ongoing performance reviews.
  - Lead recruitment, onboarding, and training in accordance with the union agreement, with hiring decisions made in consultation with the Director.
  - Support the coordination and continuous improvement of daycare programs.
  - Manage enrollment and the daycare waitlist to maintain full capacity.
  - Ensure services meet provincial regulations, organizational standards, and funding criteria, including proper reporting and referrals.
  - Manage daycare licensing, health and safety procedures, and regular inspections to maintain a safe and compliant environment.
  - Support meal preparation and food service operations during staffing shortages.
  - Collaborate closely with the Parent Advisory Committee to ensure that service delivery aligns with the philosophical beliefs determined by the committee.
  - Maintain employee and client records while ensuring confidentiality within the organization.
- 2. Monitors revenue levels and financial position of the department.**
  - Ensure Centre functions at full capacity (90 spaces)
  - Compile and prepare the annual program budget for review and approval by the director

**3. Promotes a consistent image and professional presence in the community.**

- Represent YWCA Saskatoon on internal and external committees as appropriate.
- Build and maintain collaborative relationships with referral sources and community agencies offering similar services to support quality programming and appropriate referrals for YWCA Clients to suitable agencies.
- Foster a harmonious work environment that respects cultural and socio-economic differences in and between clients and employees.

**4. Implements processes to support exemplary customer service**

- Resolve parent and client inquiries, concerns, and information requests related to daycare programs and services, either directly or through delegated staff.

**QUALIFICATIONS & EXPERIENCE:**

- Relevant post-secondary education and ECE III level certification;
- At least five years progressively responsible experience in early learning and child care setting;
- Demonstrated ability to meet timelines and targeted outcomes;
- Exceptional communication and interpersonal skills;
- Familiar with managing licensing and compliance documentation;
- Management or supervisory experience in a unionized setting is an asset;
- Supports and upholds YWCA Saskatoon's vision, mission, and values in daily work;
- Possess valid certifications in Food Safety, First Aid, and CPR;
- Criminal Record Check clearance and Vulnerable Sector Clearance.

**APPLICATION METHOD:**

Please send a resume with a cover letter by email to [careers@ywcaskatoon.com](mailto:careers@ywcaskatoon.com), attention to Shumi, Director of Child Development Centre. Applications will be accepted until February 13<sup>th</sup>, 2026 at 4:00 pm.

*We appreciate the interest of all applicants, but only those being interviewed will be contacted.*