

**Position:** JRCC Daycare Supervisor

**Location:** 5950 Bathurst St., Toronto ON, M2R 1Y9

**Job Type:** Full Time

**Organization:** Jewish Russian Community Centre of Ontario (JRCC)

**Report to:** Chief of Operations

JRCC Daycare offers a creative and warm Jewish environment for children ages 1.5 to 6 years where individual learning styles are valued and nurtured. We are looking for a Daycare supervisor to lead its programs in order to ensure a solid foundation for future growth.

**Responsibilities:**

**Programs and events:** development, organization, execution and report; hire and train teachers and housekeeping staff; supervise and oversee in-class activity; provide feedback to staff; develop and ensure Jewish identity and community components are highly expressed in the program;

**Outreach and communication:** identify and outreach to potential families; lead and manage communication with parents; develop and maintain collaborations with relevant community organizations; ensure welcoming, comfortable and nurturing environment for families, children and staff; develop, manage and maintain web presence/ social media; produce teachers and parent's handbook

**Strategy and management:** manage and monitor Daycare budget; oversee Daycare day to day operations; develop income avenues; maintain efficient and streamlined business processes and policies; solve problems and concerns for Daycare team members; collaborate in organization-wide initiatives and programs; monitor and follow up on safety regulations; manage staff attendance and wages

**Requirements:**

- Deep appreciation and knowledge of Jewish values, culture, and traditions
- ECE Diploma
- Experience of 3 or more years as ECE or supervisor
- Superior personnel management, strong leadership skills, partnership, and collaboration skills
- Excellent ability for independent work, time management, and initiative
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases

Please send your resume to [resume@jrcc.org](mailto:resume@jrcc.org)

Only relevant candidates will be contacted. Review of applications will continue until the position is filled. No phone calls, please.