



JOB DESCRIPTION

Position Title: Director Ilnniarvik Child Care Centre

Program/Division/Department	Ilnniarvik Child Care Centre
Reports to:	Chief Executive Officer (CEO)

Position summary:

The Director Ilnniarvik Child Care Centre provides leadership in the planning, implementation, and evaluation of early learning and child care programs in a licensed setting. Reporting to the CEO, the Child Care Director is responsible for supporting staff, contributing to program development, and ensures compliance with Manitoba Early Learning and Child Care (ELCC) legislation. The position integrates Inuit cultural values and community perspectives into programming and practice.

Key Responsibilities:

- Provide care, supervision and guidance to children in accordance with centre policies and Manitoba ELCC standards.
- Plan, implement and evaluate developmentally appropriate, play-based programming.
- Support children's physical, emotional, social, and cognitive development.
- Incorporate culturally respectful practices and Inuit perspectives into daily programming.
- Observe, document and assess children's development and behaviour as required.
- Maintain a safe, clean and organized learning environment.
- Implement and monitor health, safety and emergency procedures.
- Provide mentorship, guidance, and support ECE II and support staff as assigned.
- Assist with staff orientation, training, and modelling best practices.
- Communicate professionally with families, coworkers, supervisors, and community partners.
- Participate in program planning, quality improvement, and policy implementation.
- Maintain confidentiality and professional standards of conduct.
- Perform other duties as assigned.

Qualifications:

- Early Childhood Educator Level III certification recognized by the Manitoba Department of Education and Early Childhood Learning or equivalent.



Knowledge, Skills and Abilities

- Advanced knowledge of child development and early learning principles.
- Ability to lead, mentor and support early childhood education staff.
- Strong organizational, interpersonal and communication skills.
- Ability to plan, evaluate and adapt inclusive and culturally responsive programming.
- Ability to interpret and apply policies, procedures and regulatory requirements.
- Respect for Inuit culture, values and community relationships.

Assets

- Experience in a leadership or supervisory role within a licensed childcare setting.
- Experience working in Indigenous or Inuit community-based programs.
- Knowledge of culturally responsive or land-based learning approaches.
- Ability to speak or understand Inuktitut or Inuinnaqtun.

Required Certifications & Clearances

- Valid First Aid and CPR certification (or willingness to obtain)
- Criminal Record Check with Vulnerable Sector Search
- Child Abuse Registry Check

Languages

Fluency in English is required.
Fluency in Inuktitut is an asset.
Fluency in French is an asset.

Working Conditions

- Full time position based in Manitoba within the organization's primary location.
- Ability to meet the physical demands of a child care environment, including lifting, bending, standing, and working at floor level.
- Work indoors and outdoors in varying weather conditions.
- Exposure to noise, bodily fluids, and communicable illness typical of a child care setting.