Child Care Manager
Full-Time

Campbell River Region
Campbell River

Tuesday November 24, 2026

$31 - $40/ hour (Starting at $40)

Company: North Island Métis Association

Website: https://www.nimetis.com/careers

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please submit a cover letter and resume with two references to careers@nimetis.com using the subject line “Child Care Manager” or apply online through the form at nimetis.com/careers.

Expiry Date:

Tuesday, December 08, 2026

Details:

NIMA is seeking an experienced Child Care Manager to support the development and opening of our new 61-space child care centre in Campbell River and provide leadership for its ongoing operations. Reporting to the Executive Director, the Child Care Manager will be involved in the centre from its early development, helping to establish the programming, operations, relationships, and systems needed for a successful opening. Once operational, the Manager will oversee the day-to-day delivery of high-quality, culturally grounded, inclusive child care within NIMA’s policies, values, and Values Nourish Us framework. This is a full-time position of 37.5 hours per week. Compensation starts at $40.00 per hour, with consideration given to the successful candidate’s qualifications, experience, and skills. The position includes benefits and pension following successful completion of the probationary period. The language of work is English, and the position is based in Campbell River, BC. RESPONSIBILITIES Centre Development and Operations •Support the planning, development, and successful opening of NIMA’s new 61-space child care centre, transitioning into leadership of its ongoing operations. •Participate in project planning and development activities and provide an early learning and child care perspective throughout the development of the centre. •Build relationships with local child care providers, community organizations, families, and other partners to support awareness of the new centre and its successful opening. •Lead operational readiness for the centre, including staffing, enrolment, licensing, equipment, supplies, policies, procedures, and other requirements for opening. •Oversee the centre’s day-to-day operations once open

and ensure compliance with all applicable licensing, health, safety, and regulatory requirements. •Develop and maintain child care policies, procedures, and operational practices in accordance with licensing requirements and NIMA policies and frameworks. •Oversee enrolment, registration, waitlists, attendance, family communications, and required child care records and documentation. •Coordinate equipment, learning materials, supplies, and other operational needs within approved budgets and NIMA purchasing procedures. Programming and Cultural Learning •Lead the development and ongoing evaluation of high-quality, developmentally appropriate early learning and child care programming that supports children's social, physical, intellectual, creative, and emotional development. •Ensure programming is inclusive, culturally safe, responsive to children's strengths and support needs. •Ensure programming is guided by the BC Early Learning Framework, relevant Indigenous and Métis early learning frameworks, and NIMA's Values Nourish Us framework. •Work collaboratively with NIMA staff, families, Elders, community members, and other partners to meaningfully incorporate Métis culture, perspectives, knowledge, and learning throughout the centre's programming and environment. Staff Leadership •Lead, supervise, mentor, and support the child care team, creating a positive, collaborative, and respectful workplace culture. •Lead the recruitment, orientation, and ongoing development of child care staff in accordance with NIMA's hiring practices, policies, and procedures. •Manage staff scheduling, coverage, and day-to-day staffing needs to ensure appropriate staffing levels and licensing requirements are maintained. •Provide regular feedback, complete performance reviews, identify professional development needs, and address performance or workplace concerns in collaboration with NIMA leadership and HR as appropriate. •Lead regular staff meetings and support strong communication, teamwork, accountability, and connection between the child care team and the broader NIMA organization. Budget and Administrative Responsibilities •Manage child care program expenditures and purchasing within approved budgets and NIMA's financial policies and procedures. •Monitor program needs, enrolment, staffing, and expenditures and work with NIMA leadership and accounting staff to support effective planning and use of resources. •Ensure accurate and timely program records, documentation, and information are maintained and provided as required for billing, financial administration, funding, and reporting. •Support funding applications, program reporting, and other administrative requirements related to

the child care centre as needed. Families and Community Relationships •Build respectful, supportive relationships with families and ensure clear, ongoing communication about their children's care, learning, and wellbeing. •Work collaboratively with families, NIMA staff, support professionals, and community service providers to respond to children's individual strengths and support needs and connect families with additional resources where appropriate. •Build and maintain strong relationships with local child care providers, community organizations, service providers, and other partners to support the centre and strengthen connections for children and families. •Support family engagement, community awareness, and events that build connection between the child care centre, NIMA, and the broader community. •Respond appropriately to family concerns, child safety matters, and other significant issues, ensuring required documentation, reporting, and follow-up are completed. ADDITIONAL NOTES •Candidates must be willing to work flexible hours as required to meet operational and program needs. •Employment is conditional upon successful completion of all required criminal record and vulnerable sector screening. •Pursuant to section 41 of the BC Human Rights Code, preference will be given to qualified applicants who are Métis, or other Indigenous.

Qualifications & Experience:

• Diploma in Early Childhood Education and a current ECE certificate issued by the BC Early Childhood Educator Registry. • At least three years of recent experience in licensed child care, including at least two years in a supervisory or management role. • Current Child Care First Aid and CPR certification. • Strong knowledge of child development, early learning programming, and BC child care licensing requirements. • Experience supporting children with diverse abilities and working collaboratively with families and support professionals. • Understanding of culturally safe, trauma-informed, and strengths-based approaches to working with children and families. • Knowledge of Métis history, culture, and contemporary experiences, with a commitment to ongoing learning and working within NIMA's values and frameworks. • Strong leadership, communication, problem-solving, relationship-building, and conflict-resolution skills. • Experience with program budgets, administration, record keeping, and reporting. • Comfortable using Microsoft Office and other digital systems required for child care administration. • Valid Class 5 Driver's Licence. • Asset: Experience supporting the development,

opening, expansion, or significant growth of a licensed child care program is considered an asset.
