Interim Executive Director Job Posting

Posted until March 31, 2025

# Job Position

Interim Executive Director | Program Supervisor for Child World Daycare and Fairview Out of School Care

# Job Overview

The Executive Director (ED) reports to the Fairview Day Care and Playschool Society, a non-profit, charitable group that oversees all associated programs. The Executive Director is the manager of the Child’s World Daycare Centre, Fairview Family Day Homes and Child’s World Program for School Aged Children. The Executive Director works with a team of childcare professionals to plan and deliver quality childcare programs in the community. We are looking for a creative, adaptable and energetic person who is a leader, providing motivation and inspiration to staff in this challenging but rewarding work environment!

# Duration and Pay

The position is posted as interim from **April 1, 2025** to **August 31, 2025**. Pay ranges from $30 to $32 per hour with an expected 7.5 hour work day, 5 days per week. The Interim ED will work out of an office at the Child World Daycare, located in Fairview, AB. The position may be extended, communication will be underway prior to the end of the contract.

# Responsibilities and Duties

* **Project and Team Management** oversee the daycare and OSC programs while ensuring staff and parent needs are met
* **Liase** with Dayhome Consultant to provide decision making for providers and adherence to government grant requirements
* **Budget Tracking** ensure operational needs are met and maintain fiscal responsibility
* **Communications and Relationship Management** developing and maintaining strong relationships with staff, families, contractors and other community members
* **Reporting** for all licensing, board and grant requirements
* **Board Relations** provide concise and relevant reports to the Board of Directors for all operational and future plans as it pertains to the facility, staff and families
* **Review and Submit Staff Payroll** ensure accurate and timely payroll is submitted for all staff
* **Organization** ensure all records (Insurance, Purchase Receipts, Funding Agreements, Contracts, etc) are kept on file and are accurately labelled and organized
* **Creative and Adaptable** the ability to see that this is a place of learning and growth, children are so full of life, the ability to provide creative and adaptable solutions to problems that may arise throughout the day to day operation of the programs.

# Qualifications

* Minimum: **Child Care Worker Level 3 OR Bachelors of Education**
* Experience in Business Administration, Project Management, Staff and Team Management, Hiring and Recruitment are an asset
* Computer Literacy: Microsoft Word and Excel
* Valid First Aid Certificate
* RCMP Check with Vulnerable Sector Search
* Others: Food Handlers Course, WHMIS

# Benefits

* Health Benefits are 100% covered
* Competitive Pay
* Professional Development opportunities
* Ability to work with an amazing group of staff and board of directors!

# Contact

Contact the Board of Directors at [fdcps@outlook.com](mailto:fdcps@outlook.com), include **a cover letter** and **resume.**