



RPC Childcare
9300 Westminster Hwy. Richmond B.C.

Job Description: Assistant Manager

Employment Type: Full Time

Hours per Week: 40

Type of Child Care: Daycare (ages 3-5) and OSC

Position Start Date: January 2025

Job Overview

RPC Childcare is a licensed Childcare Facility located in the heart of Richmond and is a ministry of the Richmond Pentecostal Church. We offer a play-based program and aim to provide a solid foundation that will help each child discover their value and equip them for life. Our team works together to provide a safe, secure, loving environment that is spiritually, emotionally, cognitively, and physically nurturing and age appropriate. We are seeking a dedicated and proactive Assistant Manager to join our team. The ideal candidate will play a crucial role in supporting operations and enhancing parent and child satisfaction while supporting our mission, vision and values and driving our desire to provide quality and affordable childcare. This position requires strong leadership, organizational and communication skills, a keen understanding of childcare, experience working with children and the ability to foster a positive work environment as we seek to provide excellent care for children and model the Christian message to the children and their families.

Duties

- Assist the Director with daily operations and ensure adherence to company policies and procedures.
- Oversee bank deposits and reconciliations.
- Oversee the Daycare and Out-of-School Care programs as well as the staff, practicum students and volunteers.
- Supervise staff, providing guidance and support in their roles while promoting teamwork and collaboration.
- Assist with the training and development of new employees, ensuring they are equipped with the necessary skills for success.
- Plan and conduct staff meetings to discuss concerns and programming.
- Assist with staff scheduling when needed.
- Overseeing the afterschool check in of the school age children.
- Be responsible for the facility operations when the Director is away
- Ensure Child Care Licencing and WorkSafeBC compliance
- Maintain high standards of service by addressing inquiries and resolving issues promptly.
- Collaborate with the management team to implement strategies to provide quality childcare services.
- Oversee facility maintenance and the Janitorial Service Company
- Conduct inventory and ensure supplies are stocked in accordance with the budget.

- Work with the Director to plan and co-ordinate events including graduation, summer kick off BBQ, the Annual Christmas Concert and staff appreciation events.
- Plan daily schedules and implement and assess developmentally appropriate activities and experiences with the staff team for all departments including our Christmas Break, Spring Break, Pro-D Days and Summer programs.
- Plan, book and oversee field trips for the departments.
- Arrange the Daycare teaching and toy washing rotations
- Work on curriculum development and activity planning.
- Prepare parent notices/parent newsletters as needed.
- Responsible for preparing and posting a snack schedule that meets the Canada Food Guide standards and ensure that snack preparation meets Vancouver Coastal Health and Licensing standards.
- Work with the children, actively supervising them while supporting their learning, taking time to guide their physical, cognitive, emotional and social development
- Plan and lead Bible lessons, circle time, crafts, games, activities, etc.
- Engage in facilitated and unfacilitated play both indoors and outdoors
- Be committed to following all Child Care Facility Licensing and legal requirements as well as the RPC Childcare Personnel Policy Manual and all related policies and procedures.

Qualifications

- Previous experience in management or supervisory roles is preferred.
- Strong skills in budgeting and financial management are advantageous.
- Experience in training development is a plus, with an emphasis on fostering employee growth.
- Experience working with children is essential
- Valid BC ECE or ECEA License to Practice for Early Childhood Educators or 20 Hours of Responsible Adult Training
- Valid “Emergency Child Care First Aid & CPR/AED Level B” Certification
- Must successfully pass a Criminal Record Check through the Criminal Record Review Program
- Successfully complete three reference checks
- Class 2 License or be willing to obtain it (*Training provided*)

Salary and benefits

- \$45,000-\$60,000
- 50% coverage of Benefit Plan costs. Benefit plan includes Medical, Dental, Life Insurance
- GRSP Pension plan with employer matching
- Professional development funding

If you are interested in applying for this position, please submit a cover letter along with a resume to director@rpcdaycare.com. Please indicate a possible start date in your cover letter. We thank you for your interest, we look forward to exploring the opportunity of having you join our team as we strive for operational efficiency and excellence in childcare as we serve the families in our community!