



**Role Overview:**

Under the direction of the Chief Services Officer, the Manager of Childcare Services plays a central leadership role in the strategic and day-to-day operations of MACL’s licensed early learning programs. This full-time, salaried position is responsible for overseeing programs across two locations, supporting staff, families, and children, and ensuring compliance with the BC Early Learning Framework and licensing standards.

The successful candidate will also play a key leadership role in the planning and launch of MACL’s new, state-of-the-art childcare facility, opening in Fall 2025. This is a unique opportunity to help build something transformational from the ground up. This is a full-time, permanent, exempt (non-union) position.

**Application Deadline: Jun. 20, 2025**

Cover letter and resume including competition #01052225H to  
Jason Hughlett, CPCO  
Email: [jason.hughlett@macl.bc.ca](mailto:jason.hughlett@macl.bc.ca)  
Mail: 33345-2nd Avenue,  
Mission, BC V2V 1K4

**Programs Supervised**

- 1 Infant & Toddler Room
- 2 Rooms for 30 Months to School Age
- 1 Preschool Program
- 1 Out-of-School Care (Afterschool) Program

**Key Duties and Responsibilities**

**Program Leadership & Oversight**

- Manage day-to-day operations at both licensed childcare locations
- Ensure program compliance with BC Child Care Licensing Regulations and health & safety standards
- Lead implementation of inclusive and developmentally appropriate practices based on the BC Early Learning Framework
- Provide visible leadership across classrooms; support team leads in monitoring quality and learning environments
- Liaise with licensing bodies, community partners, and families

**Staff Supervision and HR**

- Hire, onboard, schedule, supervise, and evaluate ECE staff
- Develop staffing plans and ensure adequate coverage in alignment with licensing and program needs
- Support a positive, inclusive, and strengths-based workplace culture
- Lead or support reflective and disciplinary conversations as needed

**Facility Launch and Administration**

- Collaborate with the senior team on the design and opening of the new childcare centre
- Help establish and implement operational systems for the new facility
- Coordinate classroom set-up, equipment procurement, and licensing inspections
- Support the development of policies, procedures, and handbooks

**Funding and Financial Responsibilities**

- Administer and report on CCFRI, CCOF, and the Affordable Child Care Benefit
- Work with finance team on fee structures, invoicing, and monthly reporting
- Manage ordering of supplies and oversee cleanliness and maintenance schedules

**Family & Community Engagement**

- Foster strong communication and engagement with families and community stakeholders
- Support the delivery of newsletters and family updates
- Participate in outreach, fundraising events, and tours as needed

**Qualifications**

- Valid Early Childhood Education (ECE) Certificate with current BC license to practice
- Infant Toddler and/or Special Needs certification (preferred)
- Minimum 5 years of experience in licensed childcare, including 2 years in a leadership or management role
- Strong knowledge of the BC Early Learning Framework, CCFRI, and CCOF programs
- Clear Criminal Record Check and valid First Aid certification
- Class 4 Driver’s License (asset, not required)
- Demonstrated ability to manage programs, develop staff, and maintain high-quality early learning environments
- Strong interpersonal, organizational, and administrative skills
- Experience with opening or expanding childcare programs is a strong asset

**Working Conditions**

This is a dynamic, full-time leadership role requiring flexibility to travel between two sites. The Manager will maintain a visible presence within the programs while also performing administrative duties. Occasional evening or weekend hours may be required to support events, staffing, or licensing visits.

**What We Offer**

- The opportunity to launch and shape a new childcare facility from the ground up
- A supportive, mission-driven team environment
- Competitive salary and benefits
- Professional development and advancement opportunities
- A meaningful role contributing to the lives of children, families, and your community