

Job Description-Executive Director

Job Details:

Full Time

Pay: \$75,000-\$85,000 per year

Benefits: To work with Board of Directors to co-develop (will include paid time off, professional development, RRSP match)

Mission Statement:

First Place Early Learning Centre INC. is committed to providing quality care and learning experiences for children in a safe environment. Our programs are based on the values of kindness, respect and fairness to enrich the emotional, social, physical and intellectual growth of each child.

Reporting Accountabilities:

The Executive Director reports to the Board of Directors.

Position Mandate/Job Summary:

The Executive Director is responsible for providing leadership in all activities related to the successful operation and long-term sustainability of the organization by overseeing legislatively compliant, high-quality child care programs that position First Place Early Learning Centre INC. (First Place) as a community partner and model for child care.

The Executive Director is responsible for the overall planning, development and implementation of age-appropriate programs to enhance the cognitive, physical, social and emotional development according to *Child Care Early Years Act 2014* and *How Does Learning Happen?* All aspects of the Executive Director position will be performed while working within the framework of the vision, mission and value statements, and the policies and procedures of First Place, and according to the strategic direction set by the Board of Directors.

The Executive Director represents the organization to the greater community to further partnerships, advocacy objectives, programming initiatives, and community partnership goals. This role will be responsible for partnering and fostering a positive relationship with, First Place Community of Kindness and First United Church.

Key Results Areas

The Executive Director has accountabilities in the areas of Governance, Leadership and Administration, Finance, Risk Management, Program and Operations Management, Community Relations, Human

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Resources, Mentoring and Coaching, Teamwork and Communication, Health and Safety, Information Technology and Professional Learning, as outlined below:

Governance, Leadership and Administration

The Executive Director will:

- Ensure the organization's mission, vision, and value statements are fully integrated into First Place's daily operations and decision making.
- Liaise with parents/caregivers and community contacts in a professional manner at all times
- Act as a spokesperson for First Place.
- Create an inclusive and positive culture that supports the overall wellbeing and positive relationships for all staff, parents/caregivers.
- Encourage team building by facilitating open communication and positive working relationships with employees.
- Administer and direct the complete day-to-day operations in an efficient and effective manner
- Create and maintain First Place's Operations Manual.
- Develop and review policies and procedures for usefulness and determine if updates are needed to reflect current practice, government expectations and trends and provide recommendations to the Board of Directors.
- Directs the employees' implementation of policies and procedures
- Directly oversee all employees to ensure everyone can work effectively as individuals and as a team to meet the goals of the organization.
- Represent the organization at community activities to enhance First Place's community profile.
- Identify, assess and inform the Board of Directors of internal and external issues that affect First Place.
- Act as a professional advisor to the Board of Directors on all aspects of First Place's activities.
- Conduct official correspondence on behalf of the Board of Directors and jointly with the Board of Directors, as appropriate.
- In conjunction with the Board of Directors, develop a strategic plan, administer it and track its progress.
- Prepare for and attend all Board of Director and committee meetings, including the Annual General Meeting.
- Provide all Directors with minutes, reports and financial records relevant to the Board Meeting agenda no less than ten (10) days prior to the monthly Board of Directors Meeting.
- Ensure the operations of the organization are in accordance with the applicable federal, provincial and city laws and by-laws and regulations.
- Ensure Board of Directors are aware of relevant and meaningful professional learning opportunities.

Finance

The Executive Director will:

- Oversee the financial viability of the organization through budget management in the area of fee collection, invoicing, purchased services, monthly child care fees and balancing revenue and expenditures.
- Prepare and maintain complete and accurate financial records, including accounts payable, fee statements, receipts, petty cash, bank statements and bank deposits

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- Work closely with the Treasurer/Board to ensure the financial viability of First Place.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Monitor and administer the funds of First Place according to the approved budget and monitor the monthly cash flow of First Place.
- Accurately prepare annual budget for First Place to be submitted to Directors for review at least ten (10) days prior to the scheduled Budget Approval meeting.
- Ensure that payroll is completed accurately and on time.
- Purchase services, supplies and equipment as needed within the budget guidelines.
- Ensure that records, statistics and funds required by outside agencies (i.e. Ministry of Education, Revenue Canada, St. Thomas-Elgin Children's Services) are accurately submitted by deadline dates.
- Ensure that year end reports are ready for submission to the auditor when required.
- Work with the auditor and Treasurer to ensure that all year end requirements are provided for the completion of the annual audit and to ensure that the Corporate Tax returns are completed on time as required.
- Ensure that all governmental reporting and updating after the Annual General Meeting and March Board of Directors meeting are completed as required.
- Monitor and pursue alternate funding as appropriate opportunities are identified.
- Monitor current sector salary scales to ensure that the organization remains competitive.
- Provide the Board of Directors with a monthly compliance report ensuring required payments and submissions.
- Work with the Board of Directors to review employee benefits, monitor the mortgage, determine insurance needs, etc.
- Act as a liaison and develop a positive working relationship with all banking institutions related to the organization.

Risk Management

The Executive Director will:

- Identify and evaluate the risks to the organization's client, staff, management, volunteers, property, finances, goodwill and image and implement measures to control risks.
- Ensure that the Board of Directors and First Place carry appropriate and adequate insurance coverage.
- Ensure that the Board of Directors, employees understand the terms, conditions and limitations of insurance coverage.
- Provide regular and reliable reports on the organization to the Board
- Assess and report any financial risks or changes in funding.

Program and Operations Management

The Executive Director will:

- Oversee the planning, implementation and evaluation of First Place's programs and services.
- Develop and implement Ontario's Early Learning Frameworks that is consistent with and meets the requirements of the Child Care and Early Years Act.
- Be responsible for the day-to-day operations of First Place.

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- Ensure the programs provided keep up with emerging trends and best practices of early childhood development and learning (i.e. *How Does Learning Happen? Quality First, ELECT*, Program Statement, Pedagogical documentation etc.)
- Develop, maintain and ensure compliance with all First Place policies and procedures.
- Create a child-friendly learning environment that protects and respects the rights of all children.
- Oversee the planning, implementation and evaluation of First Place programs.
- Maintain a current working knowledge of trends, research, best practices and legislative requirements pertaining to childcare.
- Schedule and supervise all First Place staff to ensure appropriate supervision of children in each classroom
- Develop, plan and implement monthly staff/team meetings
- Provide opportunities and delegate staff to oversee the supervision and direction of students/volunteers placed within First Place and prepare necessary monitoring reports.
- Meet individually and regularly with direct reports to ensure current about the workings of First Place and job accountabilities.
- Ensure direct reports attend relevant and meaningful professional learning opportunities.

Community Relations

The Executive Director will:

- Establish and maintain a supportive and respectful relationship with all employees, clients and community partners of First Place.
- Establish, partner and foster relationship with First Place Community of Kindness and First United Church.
- Represent First Place in a positive image to funding, regulatory and licensing bodies, families, partner agencies, community organizations and the general public.
- Participate on relevant local, regional and provincial committees on an ongoing basis.
- Represent First Place in situations that involve the media and consult and/or advise with the Board of Directors as required.

Client/Family Relations:

The Executive Director will:

- Develop ongoing communication strategies maximizing the use of IT
- Support a culture of respect for all current and potential clients by adhering to the current Ontario Human Rights legislation and the *Accessibility for Ontarians Act*.
- Create an inclusive environment that welcomes families and provides opportunities for parents/caregivers to participate in the program.
- Provide support and resources to parents/caregivers and children
- Respond to all inquiries from prospective parents/caregivers, current parents/caregivers and/or regulatory bodies within two business days.
- Deal with parent/caregiver complaints/concerns by adhering to the organization's Parent/Caregiver Complaint policy and procedures
- Provide leadership when dealing with difficult situations related to child behaviour and/or development issues

Human Resources

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The Executive Director will:

- Ensure the effective management of human resources directly related to hiring, supervision, evaluations and disciplinary action.
- Ensure that all hiring and disciplinary procedures and practices are compliant with all applicable provincial and federal legislation
- Determine staffing needs, recruit, hire and release employees based on the organization's personnel policies approved by the Board of Directors
- Oversee the implementation of the organization's Human Resources policies, procedures and practices including the development and maintenance of accurate job descriptions for all employees
- Ensure that all newly hired employees complete all paperwork, provide a satisfactory Police Vulnerable Sector Check and receive an orientation and any required training prior to commencing employment with the organization.
- Monitor and evaluate new employees prior to the completion of their probationary period
- Maintain accurate and up-to-date personnel files in a safe confidential manner and in compliance with legislated requirements.
- Address performance issues, concerns and discipline employees when required.
- Consult with the Board Chair on any significant concerns regarding employee performance or behaviour.
- Implement and maintain a performance management process for all employees which includes monitoring performance of Supervisory staff on an ongoing basis and conduct an annual performance review.
- Support and encourages employee initiatives.

Mentoring and Coaching

The Executive Director will:

- Supervise, coach and mentor employees.
- Share knowledge of current legislation, and policies and procedures related to professional practice, leadership and to the care and education of young children to direct reports and the Board of Directors.
- Provide professional development opportunities for all employees either within First Place or through attendance at seminars, workshops, webinars and courses.

Teamwork and Communication

The Executive Director will:

- Work closely with direct reports in order to support them in their work.
- Communicate professionally, effectively and confidently with all involved with First Place and present solutions to problems as required.
- Maintain confidentiality of sensitive information.
- Work collaboratively with all office staff to ensure the successful operation of First Place
- Establish partnerships with external resources and work cooperatively with them.
- Work cooperatively with the Treasurer/Board to monitor the financial viability of First Place.
- Communicate with all Administrative staff to ensure clarity and accuracy of their work.

Health and Safety

The Executive Director will:

- Ensure the organization is in compliance with the *Ontario Occupational Health & Safety Act*
- Ensure that work area is kept safe and clean.
- Develop, follow and enforce the health and safety policies and procedures of First Place.
- Identify any potential or actual health or safety concern and address the situation in a timely manner.
- Monitor employees to make sure all work is done safely and in compliance with the organization's policy and procedures and provincial and federal legislation.
- Ensure all employees and placement students have had adequate training to understand their roles and responsibilities for keeping the workplace safe.

Information Technology

The Executive Director will:

- Be responsible for the use and security of all technological devices, systems and stored data.
- Be aware of the technology needs of the organization and stay current with them
- Be competent in navigating web-based programs.
- Use technology effectively and responsibly to meet position requirements.

Professional Learning

The Executive Director will:

- Seek out and attend professional learning opportunities that pertain to the position.
- Attend professional learning that is required by First Place.
- Stay current in research and practice on curriculum and program development, community initiatives and all legislative requirements.

Other:

The Executive Director will:

- Perform other duties as assigned by the Board of Directors.
- Travel as required for meetings, training, purchasing items etc. Reimbursement for mileage expenses will be provided as per the policy set by First Place.
- Hours of work dictated by the needs of First Place.

Qualifications

Education, Qualifications and Certifications

- Diploma in Early Childhood Education Diploma or equivalent-qualifications from an accredited college or university
- Registered in good standing with the College of Early Childhood Educators
- Proof of satisfactory Police Vulnerable Sector Check
- Valid Standard First Aid and level CPR-C
- Valid Driver's License
- Demonstrated knowledge and skills in Human Resource Management, financial management and risk management

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Experience

- Minimum of 2 years of demonstrated proficiency as an Executive Director or in a supervisory capacity

Skills and Abilities

- Exceptional leadership skills with the ability to inspire teams and drive organizational change
- Positive customer service skills
- Experience in effectively managing budgets, financial planning and resource allocation is an asset
- Some accounting/payroll software knowledge is an asset
- Above average accuracy and attention to detail
- Excellent written, verbal and comprehensive communication skills, with the ability to effectively engage diverse audiences, parents/caregivers, staff and external stakeholders
- Computer proficiency in word processing, data entry, Excel, web-based programs
- Ability to multitask and work independently, as well as in a team atmosphere
- Time management and organizational skills
- The ability to learn new tasks quickly and proficiently
- Ability to work cooperatively, collaboratively, while fostering a climate of shared respect