

# JOB POSTING

## Early Learning & Child Care Director for Christian Centre

McLeod Community Early Learning and Child Care Centre

A Ministry of Steele Heights Baptist Church

5812-149 Avenue, Edmonton, AB T5A 3A7

<https://shbc.ca/childcare>

### Job Description:

The McLeod Community Early Learning & Child Care Centre Director will provide direction, leadership, and day-to-day management of activities in the Early Learning, Out of School Care, and Promise Preschool ministries at Steele Heights Baptist Church. In addition to supervising, training, and supporting staff, they may develop new initiatives within the program, administer recordkeeping, prepare budgets, work with and continue development of the program plan, handle relations with parents & the community, and be responsible for the general operation of the early learning and childcare program which runs year-round.

### Salary: Dependant on qualifications

- Option for benefits, including health plan
- Top up childcare grant according to level of certification
- RRSP benefits to be added after first year of employment
- 40 hours per week

### Qualifications:

- Level 3 Early Childhood Educator
- Experience as an Early Learning & Child Care Director in OSC, Preschool, or Daycare
- Current First Aid in Child Care certificate (can be provided by employer)
- Current Police Records Check

### Personal Qualities and Interests:

- Enjoys children
- Born-again believer of Jesus Christ
- Passion for reaching out to families with the love of Christ in the local community
- Confident, innovative, and motivated
- Strong administrative skills and time management
- Effective communicator
- Strong leadership & team building skills
- Organized and able to lead Educators in developing a quality program
- Skilled in computer applications

**To apply: e-mail resume & three references to  
Pastor Bonnie Coram [bonnie@shbc.ca](mailto:bonnie@shbc.ca)**