



Trinity's Little Children Centre

*Jesus said "Let the little children come to Me...
And He took the children in His arms... and blessed them." (Mark 10:14,16)*

Trinity Lutheran Church, in Richmond, BC, is seeking a **full time manager** for Trinity's Little Children Centre (TLCC) to start in Fall 2021-Spring 2022.

TLCC is a group day-care centre for 3 to 5-year-olds, and is a part of our Church's children's ministry. We are a multi-staffed centre with 2 classrooms, 7 teachers and a maximum of 37 children.

Our goal is to share the love of Jesus with children and their families in our community, regardless of their background, offering them a quality Christian child-care program, complete with tender-loving care. We believe that children learn best in an environment surrounded by Christ's love and teachings. Therefore, our staff is committed to providing a loving, nurturing environment, in which children will develop self-esteem and individuality. TLCC has been providing outstanding full-day, child-care to families in Richmond since 2015.

Our ideal candidate will:

- Be interested in and committed to the long-term vision we have for the future of TLCC.
- Have a heart and passion for working with young children and their families
- Have a minimum of 5 years of ECE experience
- Have previous managerial and/or supervisory experience
- Have strong leadership, organizational and communication skills
- Have an ability to lead, guide, listen to, encourage and support our TLCC team
- Have an ability to plan and enhance curriculum
- Have an ability to plan and prepare for annual and special events
- Have an ability to maintain a strong, positive and supportive relationship with parents/families
- Have administrative skills to manage government reporting, staffing hours, child care subsidies, etc.
- Manage financial transactions with families, prepare deposits, and keep funds secure & safe
- Be familiar with Child Care Licensing Regulations in BC and the BC Early Learning Framework
- Stay up to date with changing government programs and requirements
- Ensure that the facility and equipment is kept safe for children
- Be fluent in English. (Ability to communicate in Chinese is an asset)

Qualifications:

- Current ECE License to Practice
- Valid childcare CPR/First Aid certificate
- Current criminal record check
- 3 reference letters

Very competitive salary, comprehensive health care package (medical, dental, vision, counselling, life insurance, plus more), annual bonuses, paid sick days, and vacation days (after probation period), half-hour paid lunch break, professional development subsidy, plus more.

We welcome you to submit a resume and cover letter by email, if you think that TLCC is the place that you would like to share your love and talents.

Email: info@trinityslittlechildren.ca