



Centre Director

Anfang Childcare — Happy Valley / Langford, BC

995 Latoria Rd, Langford, BC | Full-Time, Permanent | Start: July / August 2026

Base Salary: \$70,000 – \$75,000/yr + BC ECE Wage Enhancement → Effective total comp up to ~\$87,000+/yr

ABOUT US

We are opening **Anfang Childcare**, a brand-new, state-of-the-art childcare facility in the Happy Valley area of Langford, BC — and we're looking for a visionary leader to help us launch it.

Our centre will feature over **6,000 sq. ft.** of modern indoor learning space on the second floor and a dedicated **7,000 sq. ft. outdoor play area**. At full capacity we will serve approximately **90 children across 7 classrooms** — 2 Infant, 3 Toddler, and 2 Preschool programs. Our approach is rooted in play-based, child-led learning that supports the whole child: socially, emotionally, and cognitively.

This is a rare opportunity to shape a flagship centre from the ground up — building your team, your culture, and your community from day one.

LEADERSHIP STRUCTURE & TEAM COLLABORATION

At Anfang Childcare, we believe a successful large-scale centre relies on clear accountability and strong leadership partnerships. The Centre Director will oversee overall leadership, licensing, and operations, working collaboratively with a structured leadership team. Each department (Infant, Toddler, and Preschool) will feature a designated **Program Supervisor / Lead Educator** to handle room-specific dynamics and prevent administrative bottlenecks.

Centre Director Responsibilities

- Overall centre leadership, strategic oversight, and financial/enrollment planning
- Ultimate regulatory accountability and strict compliance with **BC Child Care Licensing Regulations**
- Staff recruitment, mentorship, professional development, performance management, and scheduling oversight for a team of **~25 educators and support staff**
- Family relations, community trust-building, and managing escalated family concerns or complaints
- Building and protecting a positive, collaborative, and professional workplace culture

Program Supervisor / Lead Educator Responsibilities (Supported by Director)

- Day-to-day classroom and program support within designated age groups
- Assisting with room ratios, daily schedules, routines, and transitions
- Mentoring educators, assisting with onboarding, and monitoring curriculum quality
- Handling initial, everyday parent communication and room-related concerns
- Proactively problem-solving room dynamics and reporting issues directly to the Director before escalation

DETAILED KEY RESPONSIBILITIES

Pre-Opening Phase (Immediate Priority)

- Support final childcare licensing requirements, facility setups, and regulatory approvals with licensing officials
- Lead the recruitment, hiring, and structured onboarding of approximately **25 educators and support staff**
- Manage initial family inquiries, coordinate facility tours, manage waitlists, and execute the enrollment process
- Establish smooth operational procedures, communication systems, and team expectations before opening day

Ongoing Operations

- Lead, mentor, and schedule the large educator team with professionalism, empathy, and clear accountability
- Serve as the primary professional point of contact for families, community partners, and licensing officers
- Oversee daily administration, facility maintenance coordination, and program quality

QUALIFICATIONS & REQUIREMENTS

Required

- **Valid BC ECE License to Practice** (Basic ECE minimum; **IT and/or SN certification highly preferred** given our large number of infant/toddler spaces)
- Minimum 3–5 years of management or leadership experience in a licensed childcare setting
- Strong, current working knowledge of BC Child Care Licensing Regulations
- Proven experience managing and scheduling large teams of **15–20+ staff members**
- **Elite Communication Skills:** Exceptional verbal and written English — grammar, spelling, punctuation, email writing, policy documentation, and administrative records
- **Public Presence:** Confident public speaking and ability to communicate clearly with staff, diverse families, and licensing officers
- Strong attention to detail in maintaining reports, incident files, and compliance logs
- Current Child Care First Aid/CPR certification and clear Criminal Record Check (Vulnerable Sector)

Assets (Highly Valued)

- Infant/Toddler (IT) and/or Special Needs (SN) certification
- Experience opening, expanding, or launching a brand-new childcare facility from scratch

COMPENSATION & BENEFITS

- **\$70,000 – \$75,000 base salary** annually to start (scales favouring dual IT/SN certified leaders; exceptional candidates considered for higher starting salary)
- Eligible for the **BC ECE Wage Enhancement** — up to \$6/hour additional
- Comprehensive extended health and dental benefits package
- Generous paid vacation and dedicated paid professional development days
- **Excellent work-life balance:** Monday to Friday — no evenings or weekends

APPLICATION QUESTIONS

Please provide a brief answer to the following questions in your cover letter or as an attachment:

1. What interests you most about leading and launching a brand-new childcare centre from the ground up?
2. How do you support educator growth, professional accountability, and staff retention within a large team?
3. What strategies do you use to build strong relationships, professional boundaries, and trust with families?

HOW TO APPLY

Please submit your **resume** and a **detailed cover letter** to anfangchildcare@gmail.com, outlining your childcare leadership experience, your current certification levels, and your vision for building a thriving new culture at Anfang Childcare.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.