

Job Description: **Program Manager/ECE Galiano Community Daycare**

Employment Type: **Full Time**

Hours Per Week: **36+ (position can also be configured as part-time, see other posting)**

Working Hours: **Mondays and Tuesdays: 12:15pm-4:45pm; Wed-Fri: 8:30am-4:30pm; plus 3.5 flex hours/wk of prep**

Type of Child Care: Other: Multi-age childcare

Position Start: September 1st, 2026

This position is a great opportunity for someone who has what it takes to lead a program as the senior educator. Are you looking for a unique opportunity in a nature-rich, coastal community? Are you prepared to take the leap and relocate?

Are you ready to:

- Plan and lead a safe, developmentally-appropriate program in a group setting, in cooperation with parents, colleagues and community professionals, and in alignment with the goals, policies, and values stipulated in the Galiano Community Daycare Handbook, the Early Learning Framework, and BC Childcare Licensing;
- Maintain a healthy and stimulating learning environment, and incorporate learning experiences that meet both group and individual children's needs, with varied daily activities, opportunities for child-directed play and cross-cultural, inclusive learning;
- Participate in developing individual programs plans to meet the special needs of children; record program plans;
- Lead the teaching team. Report to the Operations Manager;
- Mondays and Tuesday provide half-day care for up to 8 children aged 3-5; Wed-Fri provide full-day care for up to 8 children aged 18 mos-5 yrs with the support of a Responsible Adult*;

If this sounds like you, Galiano Community Daycare would love to hear from you. We are a small non-profit licensed multi-age daycare for up to eight children aged 18 mos to 5 years, with a strong nature and play-based program. Our program makes good use of the nearby forest, playground, teaching garden, and community library.

*While this posting is for a full-time position, we are also open to configuring this position for a part-time Manager instead, please see the other posting for the part-time option.

Qualifications:

Basic ECE

Additional Qualifications:

- Current Standard First Aid and CPR level C certification, or Emergency Childcare First Aid and CPR
- Must be willing to submit to a Criminal Record Check
- Attention to detail
- Self-Awareness: ability to monitor own emotions, thoughts, and feelings while reacting appropriately to others
- Team player, proactive communicator
- Community-oriented
- Experience with inclusive practices
- Ability to mentor ECE-As
- Proficiency in setting individual goals for young children
- Experience in designing meaningful and positive strategies
- Familiarity with facilitating daily transitions and routines that build competency and demonstrate respect for young children
- Knowledge collaborating with community professionals such as SLP / PHN / SCD
- Experience as a solo educator in a 1:8 ratio is an asset

Years Experience Required:

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Required Experience:

- 1+ years of experience leading a program in a licensed facility
- Familiarity with working in small communities and/or non-profit organizations is a bonus

Salary & Benefits:

- \$32.77-36/hr (includes Provincial Wage Enhancement) with annual COLA adjustment
- 2 weeks' paid vacation (with options for additional unpaid time off)
- Extended health benefits
- Fitness centre membership
- Priority for daycare space for children of staff
- Professional development opportunities

Additional Information:

We understand that relocation is a big step and we are here to help!

- \$2500 signing bonus
- Housing support available