



AOPFN EMPLOYMENT OPPORTUNITY

DayCare Supervisor

Department: Mindiwin Manido

Supervisor: Manager - Mindiwin Manido Day Care

\$31.00/hr. - \$64,480.00 annually, 40 hrs. /week - Oct to Jan 29th, 2027

Possibility of Extension, Possibility of Permanency

Deadline to Apply: Friday, October 30th, 2026 at 4:00 p.m.

The Daycare Supervisor is responsible for overseeing the overall day-to-day operations of the Mindiwin Manido Daycare. The Supervisor will ensure that all staff are providing the continuous high-quality care, services and support for children and families. The Supervisor is to ensure that the daycare is meeting any and all legislative, regulatory and licensing requirements and mandates and remain up to date on any changes that may require revision of practices and/or policies. The Daycare Supervisor provides an overview of needs, concerns, and challenges as they may present themselves from time-to-time to the Manager, Mindiwin Manido Day Care, and recommends appropriate actions for further discussion and for the Manager's approval.

DUTIES & RESPONSIBILITIES:

1. Educational Programming and Child Care

- Identifies and prioritizes community needs for day care centre services and programming.
- Develops and delivers a comprehensive day care program and services; providing tutoring and academic counselling
- Ensures that the Language & Culture programming is secure and directed.
- Ensures that the Special Needs programming is secure and implemented where needed.
- Carries out regularly scheduled instruction as per supervisor's teaching manual.
- Provides guidance to other instructors relative to the instructor teaching assignments.
- Provides a learning environment which makes effective use of available resources, work experiences and field trips.
- Selecting of approved textbooks, learning material and equipment
- In collaboration with staff specifying or approving learning approaches and necessary resources, etc.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Post-Secondary Diploma in Early Childhood Education with minimum of 3 years working as an early childhood educator with at least 1 full year in a supervisory capacity.
- Demonstrates mindful and collaborative leadership and ability to provide positive constructive feedback with successful achievement of desired results and improvements.
- Demonstrates effective conflict resolution abilities and techniques.
- Registered with the College of Early Childhood Educators and in Good Standing.
- Experience in group childcare environment.

CONDITIONS OF EMPLOYMENT:

- In professional 'Good Standing' with the College of Early Childhood Educators, on an ongoing basis.
- Certificate of medical health by a physician and complete record of immunization; annually.
- An acceptable Criminal Records Check and Vulnerable Sector Check; annually.
- Current First Aid and CPR "Level C" AED certification; annually

How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

Subject Line: Day Care Supervisor

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

Screening Procedure: Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
 - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
 - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
 - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.