



Supervisor of Early Learning and Child Care

Full-time Permanent
Location – South River

At the District of Parry Sound Social Services Administration Board (PSDSSAB), we are committed to providing caring human services that empower and enable the people we serve to improve their quality of life. As the Service Manager for the Province of Ontario, the PSDSSAB delivers Income Support, Housing Services, Early Learning and Child Care Services, and Women's Services. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation, benefits, and pension packages. We also encourage ongoing professional development and a healthy work-life balance.

Overview of the Opportunity

The Supervisor oversees the daily operations of First Steps Early Learning Child Care Centre (ELCCC) in South River and the Home Child Care Program (HCCP) throughout the District of Parry Sound, ensuring the delivery of safe, high-quality, and developmentally appropriate care for children. This role includes supervising and mentoring employees, supporting and monitoring HCCP providers, and ensuring compliance with licensing regulations, program policies, and best practices in early childhood education. The Supervisor fosters strong, collaborative relationships with families, community partners, and internal teams to promote a positive, inclusive, and nurturing learning environment.

Required Qualifications Include

- Successful completion of post-secondary education as recognized by the College of Early Childhood Educators.
- Current Member of the College of ECE, in good standing.
- Minimum of 2 years experience in a supervisory capacity or 5 years experience in a related childcare field.
- Excellent communication, planning, organizational and problem-solving skills.
- Knowledge and understanding of all legislation relevant to the position.
- Strong ability to plan, coordinate, and supervise employees off-site and across locations.
- Ability to budget for and administer the operations of the child care programs.
- Ability to prioritize, meet deadlines, and manage multiple tasks.
- Strong interpersonal skills in emotional intelligence and coaching.
- Strong computer literacy skills in a Windows environment and ability to work with new computer technology.
- Ability to work as a team member of the Directly Operated Child Care Programs division.
- Clear Vulnerable Sector Check.
- Valid certification in Standard First Aid, including Infant and Child CPR.
- Ability to travel throughout the District as required.

Please note: Formal proficiency testing will be completed to evaluate proficiency level in Microsoft Word and Excel.

Principal Responsibilities Include

- Responsible for the effective operation of child care programs through planning, organization and employee performance management.
- Provide leadership and guidance to ELCCC and HCCP employees to ensure high-quality, developmentally appropriate care in compliance with licensing legislation and organizational policies.
- Manage administrative and financial processes, including budgeting, billing, payroll submissions, and reporting to the Ministry and Finance department.
- Develop and expand the Home Child Care program across the district, ensuring consistency, quality, and alignment with organizational goals.
- Mentor and coach employees to ensure activities are well-planned, stimulating and appropriate to the interests, needs and ages of the children using the Ministry of Education Pedagogy.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from jobs@psdssab.org

- Remote work is not available for this position.

We are proud to offer the following to our permanent employees

Comprehensive benefits package (including dental, vision, paid sick time), OMERS Pension with 100% matching contributions, generous vacation entitlement, employee wellness, Employee Assistance Program, and professional development.

Starting Wage

\$91,168.48 / annually

Classification

Non Union – Salary Grade D
Status – Full-time Permanent
This is a vacancy

Please submit a cover letter & resume referencing job ID 25N-02 by November 20, 2025
Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: jobs@psdssab.org
1 Beechwood Drive, Parry Sound, ON P2A 1J2

To view other employment opportunities, visit www.psdssab.org/employment

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

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

