



PROSSERMAN JCC DAYCARE & PRESCHOOL MANAGEMENT ROLE: ADMISSIONS & OPERATIONS

12-18 Month Mat Leave Contract – Opportunity for growth within the JCC

Join our Daycare Management Team in an exciting role overseeing admissions and operations for the Prosserman JCC (PJCC) Early Childhood Education Centre. The PJCC ECE Centre situated on the magnificent Sherman Campus in North York (Bathurst/Sheppard), is one of our flagships JCC programs. **This role requires a RECE certification and daycare administration experience and ability to work a 9 hr day (with a one hour lunch).**

The Prosserman JCC Daycare is licensed for 242 children aged infant to JK/SK, operating a renowned daycare/preschool with 12 classrooms in our state-of-the-art facility. Over 50 dedicated staff provide a safe, nurturing, warm, professional, and enriched teaching experience infused with Jewish values and experiential learning incorporating the ELECT, How Children Learn and JCC Sheva teaching philosophies and extra-curricular specialties. We are looking for a dynamic, professional, and passionate individual to join our outstanding management team reporting to the Director of Education and contribute to creating a positive culture for staff, parents and children.

Key Responsibilities include:

Admissions, Enrollment, and General Administration:

- Manage the admissions and enrollment process, including maintaining waitlists.
- Ensure all registration packages are complete and comply with regulatory requirements before a child's start date.
- Oversee recordkeeping, filing, and documentation management to ensure regulatory compliance.
- Coordinate AQI checks and procure necessary items to maintain compliance with the City of Toronto's standards.

Budgets and Operations:

- Manage payroll and expenses in accordance with finance department standards.
- Analyze staffing and budget needs to ensure appropriate management of ratios and operational standards.

Ministry of Education/Public Health Compliance:

- Ensure compliance with Ministry standards, including maintaining necessary documentation and adhering to licensing requirements.
- Implement and monitor standard protocols for safety, health, emergency procedures, and additional policies.
- Address any deficiencies identified during inspections and develop corrective action plans as needed.
- Keep policies and procedures up to date in line with evolving regulatory requirements.
- Conduct regular safety drills and promptly address any concerns.

Food Services:

- Collaborate with the caterer to develop cost-effective, high-quality menus that meet dietary restrictions and cater to children's nutritional needs.

Facilities:

- Manage inspections of indoor and outdoor facilities, coordinating facility-related concerns and overseeing maintenance and improvement work.

Marketing and Communications:

- Produce the daycare newsletter
- Update external JCC Daycare communication platforms to ensure current information is available.
- Monitor Lillio emails to maintain effective communication with families.
- Create marketing briefs for the marketing department as needed.

Administrative Support:

- Maintain organized filing systems for all administrative documents, ensuring easy retrieval and compliance with record-keeping standards.
- Assist with general office duties, including photocopying, scanning, and managing correspondence.



- Coordinate scheduling of meetings and appointments as required.
- Support the Director of Education and Assistant Director with administrative tasks as needed.

Additional Responsibilities:

- Act as the R-ECE Designate when the Director or Assistant Director is not on-site.
- Provide classroom coverage to maintain staff-to-child ratios when necessary, ensuring compliance with the Child Care and Early Years Act (CCEYA) standards.
- Perform other duties as assigned to support the overall functioning and success of the child care centre.

Skills and Experience:

You're a Registered E.C.E. with several years' experience in Daycare administration in Toronto. You are familiar with City of Toronto regulations and AQL. At your core, you're a superb educator, an expert communicator, have a flair for social media and newsletters, and are a highly organized, technology proficient, administrator. You have a passion for working with children and a strong flair for helping people and providing exceptional administration and customer service.

Your English language skills are superior, oral, and written and you also possess strong project management skills. You are able to multi-task and meet deadlines and thrive in a busy environment. Moreover, you have deep knowledge of Jewish culture, traditions, and a connection to Israel, and you connect intrinsically to the JCC vision and mission. You understand that being part of the Prosserman Daycare and Preschool management team affords an incredible opportunity to connect the daycare families and staff to something bigger, to being part of the larger Jewish community, not only through their duration with the daycare and preschool, but for years after!

Who We Are:

The Jewish Community Centre (JCC) is more than just a workplace—it's a vibrant hub of culture, connection, and community. As one of the largest engagement platforms in the Greater Toronto Area, we offer a diverse range of programs, including arts, fitness, education, daycare, summer camps, and more.

With a bold goal to triple our community engagement by 2026, we are on a transformative path to become the beating heart of Jewish life in the region. Join us in shaping the future of the JCC experience for 75,000+ people annually!

Perks & Benefits:

- Free JCC Membership – Access to our fitness centers, classes, and programs.
- Generous Staff Discounts – On summer camps, swimming lessons, personal training, and more.
- Comprehensive Health & Dental Insurance – 75% of the premium covered by the JCC.
- Paid Time Off (PTO) – Vacation, sick days, Jewish holidays, and statutory holidays.
- Work-Life Balance – A flexible, people-centered work environment that values your well-being.

Ready to Make an Impact? Apply Today!

We welcome candidates from all backgrounds and experiences—don't self-select out if you don't meet every requirement. If this role excites you, we want to hear from you! To apply, send your resume and cover letter to **Jeanette Hyde, Director of Human Resources** at jeanette@srcentre.ca by **May 06, 2025**. Interviews will be conducted on a rolling basis.

We appreciate every application; however, only selected candidates will be contacted for an interview.

If you require accommodations at any stage of the hiring process, let us know—we are committed to creating an accessible and inclusive workplace. Let's build something amazing together!