



DAYCARE & PRESCHOOL MANAGER (RECE)
Schwartz/Reisman Centre (JCC) Early Childhood Education Centre
Grow Your Career. Lead with Heart. Make an Impact.

Job Type: Full Time

Salary: \$60,000–\$65,000 annually plus comprehensive benefits and perks

Schedule: 9-hour scheduled shift based on operational needs **8:00 AM–5:00 PM | 8:30-5:30 p.m. | 9:00 AM–6:00 PM**

Location: Schwartz/Reisman Centre, 9600 Bathurst Street, Vaughan, ON (Bathurst/Rutherford)

Who We Are:

The **Jewish Community Centre (JCC)** is more than a workplace, it's a vibrant hub of **community, culture, connection, and growth**. At the Schwartz/Reisman Centre Early Childhood Education Centre, our **9-classroom licensed daycare and preschool** takes a holistic approach to early learning, through our dynamic and nurturing programming which combines high quality early childhood education with **Jewish values, traditions, culture, and meaningful experiences**.

Are YOU Our Next Daycare & Preschool Manager?

Are you an **experienced RECE and strong administrator ready to take the next step in your leadership journey?** We're looking for a passionate, organized, and people-focused **Daycare & Preschool Manager** to join our ECE leadership team.

What You'll Do:

- Help lead the daily operations of our **9-classroom licensed daycare and preschool**.
- Coach, mentor, train, and support educators while helping build a positive and collaborative team culture.
- Ensure compliance with the **Child Care and Early Years Act (CCYEA)**, Ministry licensing requirements, *ELECT*, *How Does Learning Happen?*, and JCCA Sheva framework.
- Coordinate daily staffing, classroom ratios, sick-call coverage, and schedules.
- Provide classroom coverage on occasion when required to maintain ratios.
- Build strong relationships with children and families and provide exceptional parent experience.
- Support recruitment, onboarding, performance management, and staff development.
- Help guide high-quality, holistic programming that supports the developmental needs of each child.
- Support the development and implementation of interactive learning centres to highlight learning all the Jewish holidays; assist with infusing Jewish knowledge and experiences into all daily programming.
- Create bi-weekly parent updates through Constant Contact; prepare communication messages for parents through Lillio; and create engaging designs and materials using Canva.
- Conduct monthly fire drills and complete monthly playground safety checks.



- Support Centre administration, including registrations, waitlists, attendance, records, payroll information, PWE tracking, invoices, and supplies.
- Support health, safety, emergency procedures, allergy prevention, and other licensing requirements.
- Participate in JCC events, celebrations, and community initiatives.
- Provide leadership coverage for the Director and Assistant Director when required.

What You Bring:

- **Registered Early Childhood Educator (RECE) in good standing – required**
- Administrative experience in a **licensed childcare or early childhood education environment**
- Strong knowledge of the **CCYEA and Ministry licensing requirements**
- Experience with union collective agreements an asset
- Knowledge of ELECT and *How Does Learning Happen?*
- Leadership, supervisory, Lead RECE, or coordination experience is an asset
- A passion for **holistic, child-centred early learning**
- Strong communication, organization, and problem-solving skills
- Creativity and experience supporting a hands-on Reggio style learning environment
- A natural ability to coach, support, and bring out the best in others
- A warm, collaborative, and hands-on leadership style
- An appreciation for **Jewish culture, values, traditions, and connection to Israel**

Why Join the JCC?

- **Opportunity for Career Growth:** Build your leadership experience and grow your career within the JCC
- **Free JCC Fitness Membership and staff discounts on programs**
- **Medical & Dental Benefits**
- **Paid Time Off**, including sick days, vacation and all the Jewish holidays that fall on work days
- The opportunity to make a meaningful impact on **children, families, and educators every day and the community at large**

We welcome and encourage applications from all qualified candidates. Accommodation is available upon request throughout all stages of the hiring process and will be provided wherever possible. **Please submit your resume to Lia Baird, HR Generalist, at lia@srcentre.ca no later than August 28, 2026. We appreciate your application; however, we will only be contacting the candidates we wish to interview.**

Don't self-select out if you're missing a bullet point or two of this job description from your resume. We are open to candidates of all backgrounds and are committed to cultivating a diverse and inclusive team. If this job description energizes you, let's talk. The JCC does not use AI in hiring selection.