



Job Posting: Manager, Sun Peaks Early Learning Centre

(A division of the Early Learning Society of Kamloops)

Lead, Learn & Live in the Mountains!

Are you an experienced Early Childhood Educator with a passion for leadership and adventure? Imagine spending your days making a difference in young children's lives—then hitting the slopes, hiking trails, or enjoying the vibrant Sun Peaks community in your free time.

The **Sun Peaks Early Learning Centre** is looking for a **dedicated and enthusiastic Manager** to lead our team of Early Childhood Educators and Assistants. This role is key to creating a warm, inclusive, and engaging learning environment for children while also supporting staff, families, and the community. You'll work closely with our Executive Director to ensure our programs reflect the **BC Early Learning Framework** and best practices in early childhood education—all while being part of a welcoming mountain town community.



Start Date: Spring 2025



Compensation: Competitive, based on experience

Why Sun Peaks?



Breathtaking Location – Live and work in one of BC's top ski and outdoor adventure destinations.



Lifestyle Perks – World-class skiing, snowboarding, hiking, and mountain biking right at your doorstep.



Make an Impact – Lead a team dedicated to high-quality early learning in a growing community.

Key Responsibilities

Lead Our Early Learning Program (50%)

- Guide and mentor staff in delivering enriched, play-based, and emergent curriculum programs.
- Ensure a welcoming, inclusive, and culturally responsive environment.
- Oversee learning documentation and reflective practices.
- Support individualized Care Plans for children in alignment with provincial licensing regulations.

Support & Grow Our Team (12.5%)

- Work alongside the Executive Director to recruit and onboard new staff.
- Foster a positive and collaborative workplace culture.
- Oversee scheduling, performance evaluations, and staff training.

Engage Families & the Community (12.5%)



- Welcome families and maintain strong, supportive relationships.
- Assist parents with accessing childcare subsidies.
- Build partnerships with local organizations to enrich programming.

Ensure Compliance & Safety (10%)

- Maintain health, safety, and licensing standards.
- Lead emergency preparedness and licensing inspections.

Manage Administration & Development (15%)

- Keep accurate records and assist with policy development.
 - Stay current with industry best practices through professional development.
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What You Bring

 **Education & Certification:**

- **ECE License (required)**
- Coursework in Pedagogy (preferred)
- Valid **First Aid & CPR certification**
- Criminal Record Check through CRRP

 **Experience:**

- 5+ years as an Early Childhood Educator (preferred)
- Experience in staff mentorship and leadership
- Familiarity with **Interior Health licensing regulations** and **BC Early Learning Framework**
- Human resource and administration experience is a plus!

 **Skills & Attributes:**

- Warm, nurturing, and collaborative approach
 - Strong leadership, organizational, and multitasking abilities
 - Passion for fostering high-quality early childhood education
 - Comfortable with Microsoft Office and childcare management software (e.g., Lillio)
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Join Our Team in Sun Peaks!

The **Sun Peaks Early Learning Centre** is a **52-space childcare facility** dedicated to **quality early learning and care** in a thriving mountain community. This is an exciting opportunity to lead an amazing team while enjoying all that Sun Peaks has to offer.

How to Apply:

 Submit your **resume & cover letter** to **Executive Director, Karyn Sutherland** at ed@elskamloops.org

 **Subject Line:** SPELC Manager Position

 **Application Deadline:** April 18, 2025
