



611 Fifth Street, Nelson, BC V1L 2X1
Phone: 250-352-3212
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Website: fbcnelson.ca

JOB POSTING: Cornerstone Children's Centre
Website: nelsondaycare.ca

First Baptist Church is seeking Director/Manager of Cornerstone Children's Centre. Cornerstone is a ministry of FBC and has been operating since 1993, first as a Preschool, and now continues as a full-time with 2 programs, Group Childcare (2.5-5 yrs), and School Age Care (Kindergarten - Grade 5).

REQUIREMENTS

- Minimum 2 years experience in administration and/or management
- Experience in childcare or related field
- Current Criminal Record Check
- Experience with Microsoft Office Suite, particularly Excel
- Ability to relate to families and their children

JOB SUMMARY - Not limited to these job duties - to be further discussed with suitable candidate

- Oversees operations of all facets of Cornerstone Children's Centre
- Is the senior staff person in charge of admissions, scheduling, billing, staffing etc
- Ensures the development and management of Policies and Procedures that adhere to the BC Childcare Licensing requirements and the goals of the FBC Cornerstone Board
- Be accountable to the FBC Council and Cornerstone Board

Please e-mail our resume to: office@fbcnelson.ca. Posting closes: Monday, June 15, 2020

Dorothy Westnedge
on behalf of CCC Board