

# NANAIMO

---

## Innovation Academy



### DAYCARE PROGRAM MANAGER JOB DESCRIPTION

The Basics:

Title	Community Health Manager
Reports To	Executive Director
Employment Type	Full-time
Regular Hours	32-40 hours a week
Pay Range	\$25-27/hour (plus the BC Gov't Wage Enhancement, if eligible)
Location	Reports on site at 905 and 929 Hecate Street

Nanaimo Innovation Academy is a new and innovative non-profit daycare in Nanaimo, BC., opened February 15, 2018. We are excited to welcome staff who love working with children in a creative and dynamic work environment!

### OUR PHILOSOPHY AND VALUES

Please read our full guiding philosophy at <https://www.nanaimoinnovation.org/our-philosophy-1>

- Lower student to teacher ratios helps us to provide more individualized support, built on positive relationships between the educators and children
- Ensure guidance and support of children that encourages positive self-esteem, creativity, independence, and good problem-solving skills
- Positive, respectful, and clear communications between all people
- An openness to change and collaboration
- Commitment to providing students access to nature and to help them understand the natural world and our responsibility to sustainability.

Please read our Kid's Healthy Eating Project goals and values: <https://www.nanaimoinnovation.org/copy-of-accreditation>

### JOB SUMMARY

We are currently looking for a Community Health Manager to join our growing team at Nanaimo Innovation Academy. The Community Health Manager works closely with all daycare and kitchen staff to coordinate and manage all on-campus events throughout the year, ensure that opportunities for learning about nutrition and health are facilitated within all daycare programs, administratively supports the kitchen program, oversees and organizes all activities in our garden, and works to support the Executive Director in any other daycare-wide initiatives.

## DUTIES AND RESPONSIBILITIES

The Community Health Manager is responsible for all the below duties with professionalism and creativity. This will involve working collaboratively with other managers and staff the programs and attending weekly Monday meetings.

1. Event Planning at NIA
  - Develop, plan, and execute all logistics for a variety of events throughout the year
  - Create posters, media, text, and/or social media posts to advertise the events or recruit volunteers
  - Maintain a positive working relationship with other staff, volunteers, parents, and others community members you encounter when representing the daycare.
  - Track the success of events – if fundraising, track the funds earned
  - Research and create additional events
  - Maintain and manage event budgets.
2. Community Relations
  - Actively participate and represent NIA in local community events and activities whenever possible
  - Participate in various community-building initiatives with staff and local partners.
  - Form partnerships with local organizations to further our goals and overall mission.
3. Administratively support the Kid's Healthy Eating Project
  - Supervise the Head Chef is meeting their job requirements and performance
  - Help ensure the Centre meets all VIHA requirements on a daily basis by checking paperwork weekly
  - Work with the Head Chef to plan seasonal menus and prepare daily meals for all students and staff daily. Put together the menu recipes' binder.
  - Will be expected to learn all aspect of the kitchen—cooking, prepping, baking. When scheduled for an 'on the floor' shift, must work in the kitchen.
  - Able to multi-task in a fast-paced environment
4. Oversee the Garden
  - Oversee all aspects of the garden.
  - Work with the kitchen to plan a seasonal planting schedule an on-site garden that produces some foods or can be used for recipes and instruction with the children
  - Maintain a healthy garden and plan gardening activities with the children.
  - Host educational activities in the garden area for programs
  - Create a composting plan.
  - Bring in guest speakers to support the garden
5. Create Programming with/for Kids
  - Work with teachers to come up with fun learning activities related to food, health and nutrition
  - Instruct children on baking projects or educational activities
  - Oversee the lunch time in the main dining area. Create ways to make it interesting or learn about the foods they are eating.

- Read stories, sing songs, or explore food in other ways with children.
  - Plan field trips with the programs to visit other gardens and/or farms.
6. Office Duties
- Check nutrition email daily and respond to parents and community partners in a professional manner.
  - Ensure all recoding keeping paperwork is accurate and up to date.
  - Attend Manager’s Meetings and ensure notes are read and signed by staff and filed.
7. Oversee the budget
- Maintain weekly and monthly cost reports.
  - Maintain Kitchen equipment—policies, manuals, and receipts
  - Able to “cost out’ recipes
  - Maintain inventory levels and conduct full monthly inventory.
8. Manage a team
- Develops methods for hiring, training, evaluating the Head Chef and kitchen staff
  - Ensure kitchen staff are trained in their job duties, sanitation and safety procedures
  - Able to work alone, when needed, and manage a positive team environment
  - Implement a problem-solving approach with practical solutions when faced with difficult situations or conflicts
  - Manage your time efficiently throughout the day
  - Ensure all staff in the kitchen manage their time appropriately
  - Communicate with teachers and program managers to ensure quality control
  - Attend the regular Monday meeting and relay all information to your team.
  - Attend regular staff meetings and professional development days
  - Maintain confidentiality of all information related to the Centre, children, their parents, and staff and ensure your team is also aware of the confidentiality policy.
  - Plan and carry out annual reviews and personal development discussions
  - Willingness to participate in work-related courses, seminars and training
  - Model the expectations of regular attendance and punctuality.
  - Carry out the responsibilities assigned to you in a positive and productive manner
  - Be flexible to accommodate changing schedules. Problem-solve staffing when someone is sick or requires time off.

REQUIRED QUALIFICATIONS:

- Completed an Early Childhood Education (ECE) certificate
- Minimum 2 years experience in a leadership or manager position
- Interest and passion for nutrition, gardening and knowledge of vegetarian meal planning
- Experience in maintaining VIHA standards within a kitchen.
- Cooking experience, especially in batch cooking for over 30 people
- Up-to-date Food Safe Certification (can complete before commencing the position)
- Up-to-date record of immunizations
- Be in adequate physical and psychological capability to work and carry out assigned duties
- Have a clear Criminal Record Check, including a vulnerable sector search, dated within six months of your commencement date with the Centre
- Hold Canadian residency and be legally entitled to work in Canada

- 2 Written References from previous employers
- Up to date resume
- Well written cover letter
- Excellent written and verbal communication skills
- Proficient in programs including Word, Excel, and Gmail.

Qualifications as an asset:

- Registered Holistic Nutritionist training (RHN)
- Experience overseeing a budget

Most Desirable Personal Qualities:

- Love of children
- Love of food and nutrition
- Strong work ethic and reliability
- A professional demeanour and an interest in professional growth
- An honest, kind, and positive team attitude. The interpersonal skills necessary to work successfully within teams
- Committed to being a life-long learner whose passion for teaching engages and inspires children
- A positive, outgoing, and friendly attitude towards children, parents, and other staff
- The ability to think creatively and innovatively, with reflective practice, in order to continue to improve the operations and programs
- An understanding of the issues that affect children and their families
- Self-motivated and proactive when dealing with conflicts
- Excellent communication skills in both oral and written
- Flexibility, be open minded, and willing to work with new initiatives
- Ability to laugh, remain calm, and persevere when faced with challenges
- Patience, kindness, and empathy towards others