

Job Posting:

Position: Daycare Operations Director – Calvary Daycare (Simcoe, Ontario)

Full-Time Permanent Monday-Friday

Location: Calvary Daycare

Address: 509 Ireland Road, Simcoe, ON N3Y 4K9

Salary: \$60 000 to \$75 000 yearly (benefit package available)

Registered Early Childhood Educator (RECE) Required

Job Summary

Calvary Daycare is seeking a dynamic, organized, and mission-driven **Daycare Operations Director** to join our leadership team. In this vital role, you will oversee daily operations, support educators, strengthen systems, and ensure high-quality care rooted in our Christian values. Your leadership will help maintain licensing compliance, elevate program excellence, and foster a nurturing environment where children thrive.

About Calvary Daycare

Calvary Daycare is a Christ-centred, non-profit childcare centre located within Calvary Pentecostal Church in Simcoe, Ontario. We provide high-quality care for over 160 children from infancy to school age. We are committed to hiring, training, and fairly compensating staff. Our team works in an environment built on integrity, trust, and respect.

Position Overview

This role is ideal for a highly capable **RECE Operations Director** who thrives in collaborative leadership and strategic thinking. You will report directly to the Pastoral Daycare Director and play a key role in maintaining operational excellence, developing staff, and strengthening centre systems.

You will:

- Lead daily operations of a licensed centre (currently 160 children and 33 staff)
- Strengthen systems, processes, and performance
- Identify operational improvements and scale best practices
- Support organizational growth initiatives

This role may evolve based on your strengths, giftings, and performance.

Key Responsibilities

1. Centre Leadership

- Oversee full-day operations and ensure compliance with all licensing requirements
- Maintain high standards in health, safety, and quality
- Strengthen and support Christian-based curriculum and programming
- Monitor classroom quality and child development outcomes

2. Team Development

- Hire, coach, mentor, and evaluate educators
- Build a positive culture rooted in Calvary Daycare's core values
- Hold staff accountable while fostering morale and engagement
- Lead team meetings and professional development initiatives

3. Parent & Community Relations

- Serve as a professional and confident point of contact for families
- Address parent concerns with clarity and care
- Strengthen family satisfaction and community trust

4. Strategic Operations

- Improve systems for scheduling, staffing, communication, and documentation
- Identify inefficiencies and propose scalable solutions
- Contribute to long-term operational growth and planning

Qualifications

- **Registered Early Childhood Educator (RECE)** in good standing (minimum 5 years)
- **3+ years leadership experience** in a licensed childcare centre
- Experience managing teams and collaborating with other leaders
- Strong operational management skills
- Excellent written and verbal communication abilities
- Ability to multitask and lead confidently under pressure

- Comfortable holding staff accountable
- Systems-oriented thinker with strong problem-solving skills

You Embody Calvary Daycare Core Values

We believe each child is a gift from God—competent, capable, curious, and rich in potential. Our educators model respect, compassion, and love in every interaction. We strive to build strong foundations in the early years that support lifelong success.

What We Offer

- Competitive compensation based on experience
- Professional development and leadership training
- Supportive director team and faith-centred environment

How to Apply

Please apply with your **resume** and a **cover letter** outlining your leadership philosophy and operational experience to email kim@calvarysimcoe.com or through Indeed [Daycare Operations Director Jobs in Simcoe, ON \(with Salaries\) | Indeed Canada](#)

Only qualified candidates will be contacted.

Position: Operations Director Calvary Daycare

Location: Calvary Daycare

Address: 509 Ireland Road, Simcoe, ON N3Y 4K9

Salary

- \$60 000 to \$75 000 yearly (benefit package available)

Job type

- Full-time

Education: An ECE degree/diploma and be registered with the College of Early Childhood Educators (RECE) is required for this position

Please Note: Start date will be as soon as possible

Job Summary

We are seeking a dynamic and dedicated Daycare Operations Director to lead and oversee the daily functions of our early childhood education center. In this vital role, you will be part of our director team ensuring the smooth operation of the facility, foster a nurturing environment for children, and support our team of educators and caregivers. Your leadership will drive program excellence, compliance with licensing standards, and the delivery of high-quality care that promotes children's development and well-being.

Calvary Daycare:

Calvary Daycare is a Christ-centred daycare located in Calvary Pentecostal Church, Simcoe Ontario. We are a non-profit organization providing high-quality childcare for over 160 children ranging from infants to school age.

Calvary Daycare is committed to hiring, training, and fairly compensating staff. We value all of our employees and believe that each one is entitled to work in a safe environment built on integrity and trust.

THE POSITION...

This position is ideal for a highly capable **RECE Operations Director** who thrives in collaborative leadership, reporting directly to our Pastoral Daycare Director. Responsibilities include maintaining operational excellence, team development, and systems thinking.

While the role can be centre-based and hands-on, it also carries a **strategic lens**, meaning you will:

- ✓ Lead daily operations of a licensed centre (currently 150 children and 33 staff)
- ✓ Strengthen systems, processes, and performance
- ✓ Identify operational improvements and scale best practices

- ✔ Support growth initiatives

This role may evolve based on giftings and performance.

Key Responsibilities

1) Centre Leadership

- Oversee full-day operations ensuring compliance
- Maintain licensing, health & safety, and quality standards
- Strengthen & ensure implementation of Christian based curriculum/programs
- Monitor classroom quality and child development outcomes

2) Team Development

- Hire, coach, mentor, and evaluate educators
- Build a culture rooted in Calvary Daycare core values
- Hold staff accountable while fostering morale and engagement
- Lead regular team meetings and professional development

3) Parent & Community Relations

- Serve as a point of contact for families
- Handle parent concerns with professionalism and confidence
- Strengthen family satisfaction

4) Strategic Operations

- Improve systems for scheduling, staffing, communication, and documentation
- Identify inefficiencies and propose scalable solutions
- Contribute to operational growth initiatives

You bring:

- ✔ Registered Early Childhood Educator (RECE) in good standing (5+ years)
- ✔ 3+ years of leadership experience in a licensed childcare centre
- ✔ Experience managing teams and collaborating with other managers
- ✔ Strong operational management skills
- ✔ Excellent written and verbal communication skills

- ✓ Ability to multitask and lead under pressure
- ✓ Confidence in holding staff accountable
- ✓ Systems-oriented thinking and problem-solving mindset

You Embody Calvary Daycare Core Values

At Calvary Daycare we view the child as the center of all we do. As a Christian daycare we also believe that each child is a gift from God and should be treated with respect, love and compassion. We believe that during the first years of a child's life it is crucial to build and support a strong foundation that will help them develop the skills they need to be successful in life. We believe that children are competent, capable, curious and rich in potential and this should be reflected daily in all our interactions, activities and decisions.

What We Offer

- Competitive compensation based on experience
- Professional development and leadership training
- Supportive director team

How to Apply

Apply with your resume and a cover letter **outlining your leadership philosophy and operational experience.**

Only qualified candidates will be contacted.

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Job Summary

We are seeking a dynamic and dedicated Daycare Operations Director to lead and oversee the daily functions of our early childhood education center. In this vital role, you will ensure the smooth operation of the facility, foster a nurturing environment for children, and support our team of educators and caregivers. Your leadership will drive program excellence, compliance with licensing standards, and the delivery of high-quality care that promotes children's development and well-being. This position offers an exciting opportunity to make a meaningful impact on young lives while managing a vibrant, energetic team committed to early childhood education.

Responsibilities

- Oversee daily center operations, ensuring a safe, welcoming, and engaging environment for children and staff
- Develop and implement policies that promote best practices in early childhood education and caregiving
- Coordinate staffing schedules, recruit qualified educators, and support ongoing professional development
- Maintain compliance with all licensing regulations, health and safety standards, and organizational policies
- Foster strong relationships with families, addressing concerns and providing updates on children's progress
- Manage program activities to ensure they are age-appropriate, inclusive, and aligned with educational goals
- Monitor classroom experiences to ensure high-quality teaching, caregiving, and individualized support for children with disabilities or special needs

Experience

- Proven classroom experience working with young children in early childhood settings
- Experience working with children with disabilities or special needs, demonstrating inclusive caregiving practices
- Strong background in teaching or early childhood education principles
- Demonstrated leadership skills in managing teams of educators or caregivers in a childcare environment
- Knowledge of licensing requirements, health & safety protocols, and best practices in early childhood programs
- Excellent communication skills to collaborate effectively with families, staff, and community partners

Join us as a Daycare Operations Director to lead with passion, inspire your team, and create enriching experiences that foster growth for every child. We are committed to supporting your professional journey while making a positive difference in the lives of children and their families.