



Position: Childcare program coordinator

We are looking for a full-time permanent Daycare Coordinator for our Bragg Creek location who has:

- 5+ years of experience in ECE, of which 2+ years have been in a management or senior leadership role
- an ECE Level 3 certification (Alberta licensing preferred)
- a valid Criminal Record Check with Vulnerable Sector Check
- a valid Childcare First Aid Training with Level C CPR

The start date for this position is **April 23, 2026**. The hours for this position are between 40 – 42.5/week (early morning, morning, day schedule), with overtime as necessary. This is an English language position.

Work must be completed on site in Bragg Creek; there is no option to work remotely. Please note that public transportation is not available.

For the right candidate, we offer:

- dental plan – 50% co-pay
- health care plan – 50% co-pay
- life insurance plan – 50% co-pay
- reduced daycare fees for children of staff
- free parking

Tasks:

- plan and manage the day-to-day operation of the daycare
- maintain an environment that supports the health, well-being, and security of staff and children
- develop and implement childcare programs that support and promote the physical, cognitive, emotional and social development of children
- stay compliant with provincial regulations related to licensed daycare programs
- establish and maintain collaborative relationships with co-workers and community service providers working with children
- supervise and coordinate activities of other early childhood educators and early childhood educator assistants
- coaching
- administer first aid in emergency situations
- train staff/workers in job duties, safety procedures, and company policies
- resolve conflict situations
- establish administrative procedures including creating and maintaining physical and electronic files, reports, and logs
- supervise 5 to 10 people



- provide customer service

Work conditions and physical capabilities:

- proficient with computers and has experience using Adobe Acrobat and Google Docs
- work indoors and outdoors in all weather conditions
- lift and carry children between 30 and 50 pounds
- work under pressure
- work in an environment which requires a combination of sitting, standing, and walking
- large workload
- fast-paced environment

Personal Suitability:

- dependable
- has interpersonal awareness and uses interpersonal skills
- excellent oral and written communication skills
- attention to detail
- flexible
- reliable
- is a team player
- shows initiative
- organized

If you are interested, please email your resume to dania@littleforestdwellers.ca

Please answer the following questions when applying:

Are you available to start on the date listed in the job posting?

Do you have the required certifications listed in the job posting?

Do you meet the language requirements listed in the job posting?