



# Brighton Children's Centre

Brighton Public School • 24 Elizabeth St • P.O. Box 1757 • Brighton • Ontario • K0K 1H0  
[brightonccboard@gmail.com](mailto:brightonccboard@gmail.com)

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**The Board of Directors is seeking a successful leader for the position of Executive Director.**

## **The Executive Director will:**

- Be responsible for the successful leadership and management of the agency.
- Work collaboratively with the Board of Directors and management team, families and community partners to ensure the effective and efficient delivery of high-quality services.
- Foster an environment that is safe and nurturing in which children can thrive.
- Ensure the mission, vision and values and strategic direction set by the Board of Directors of the agency are met.
- Represent the Centre in the community cultivating positive relationships and maintaining clear communication.

## **Qualifications:**

The successful candidate will have:

- A diploma or a degree in early childhood education or equivalent.
- Registration with the College of Early Childhood Educators.
- A minimum of three to five years in a senior leadership/management position.
- Demonstrated knowledge and skills in Human Resource Management, Financial Management and Risk Management.
- A thorough knowledge and understanding of “How Does Learning Happen”, the “Early Years and Child Care Act”, CWELCC and all other relevant legislation.
- A demonstrated understanding of the College of Early Childhood Educators, Registration, Code of Ethics, Standards of Practice and Continuous Professional Learning.
- A demonstrated ability to be creative, innovative and adaptable.
- Excellent communication skills both written and verbal.
- The ability to positively influence others and to promote and foster teamwork.
- The ability to assess situations to determine the importance, urgency and risks, and make clear and ethical decisions.
- The ability to think strategically, set priorities and execute plans to achieve goals within the context of continuous quality improvement.

- The ability to foster a climate of shared respect, service, and collaboration throughout the agency and the community.
- Demonstrated successful experience in maintaining an environment that promotes and supports diversity, equity, inclusion and accessibility.

**REPORTING RELATIONSHIP:**

The Executive Director reports directly to the Board of Directors.

**COMPENSATION**

Salary scale \$63,000 to \$73,000 with extended health benefit package.

**APPLY by email with cover letter and resume no later than 9am April 15, 2024 to:**

[brightonccboard@gmail.com](mailto:brightonccboard@gmail.com)