

EXECUTIVE DIRECTOR

AccessHR is pleased to partner with Pleasant Heights After School (PHAS) in the recruitment of a new Executive Director to lead all aspects of their operations.

About Pleasant Heights After School (PHAS)

Pleasant Heights After School was one of the first organizations to provide before and after school care to children in northwest Calgary. PHAS opened its first location in 1976 providing childcare in a church hall to 30 children from the Mount Pleasant Community.

PHAS now has three locations operating out of King George School, Mount Pleasant Community Centre, and Panorama Hills School with ~200 elementary school aged children in Mount Pleasant and Panorama Hills. Our enthusiastic staff design and deliver innovative programs to support families and provide a safe, caring, and engaging environment.

Opportunity Highlights

Staff Leadership and Development

Lead all aspects of the operation including recruitment, training, engagement and mentorship of leadership team and all staff. Actively support employee development.

Child Care and Support

Provide best-in-class childcare in a safe and supportive environment. Encourage the growth and development of school-aged children and provide families with security and peace of mind through the development and maintenance of developmentally appropriate programming.

Business Acumen

Grow and develop the business and the people; apply knowledge in financial reporting, auditing, guidelines and regulations.

Effective Governance

Operate PHAS according to the legal and ethical standards set by the organization, Societies Act of Alberta, Alberta Early Learning and Child Care Act, and all other legislation governing nonprofit associations and care of children.

Advocacy and Community Awareness

Serve as the public representative of PHAS; develop and maintain collaborative relationships with peers, parents, key stakeholders, and related professional associations. Engage with the larger community to develop partnerships, foster innovation, and create new opportunities for PHAS.

Qualifications

Education and Certification

- Degree or Diploma in Early Childhood Education or recognized equivalent
- Government of Alberta Level 3 Early Childhood Educator Certification (or Level 2 with Level 3 in progress)
- Valid Standard Child Care First Aid and CPR Certification
- Successful completion of a Police Check and Vulnerable Sector Search

Experience

- Minimum five years of childcare or related sector experience
- Minimum five years of leadership experience
- Non-profit sector experience

Competencies and Attributes

- Servant Leadership style; exceptional interpersonal skills with an aptitude for transparent and effective leadership; extensive coaching and mentoring expertise
- Emotionally intelligent, empathetic and patient
- Proven ability to lead organizations and teams through change
- Highly collaborative with leaders, staff, board members and key stakeholders
- Organizational management skills including planning, delegation, and program development
- Business and financial acumen; expertise with budget preparation and management, decision making and reporting
- Passion for child development

Position Details

- Reports to Board of Directors, specifically the Board Chair
- Direct Reports include Assistant Director, 4 Site Coordinators and Office Manager
- Indirect Reports include up to 20 childcare workers
- Hybrid working arrangement available
- Compensation includes competitive salary and comprehensive benefits plan including RRSP matching and childcare program

Interested candidates are invited to apply with a cover letter and resume by email to recruiting@accesshrinc.com.

We encourage applicants from diverse backgrounds to apply as Pleasant Heights After School is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, or religion.

Pleasant Heights After School values diversity and welcomes applications from First Nation, Inuit and Metis, New Canadian, racialized, differently abled and 2SLGBTQIA+ communities.