



msvusu

THE MANAGEMENT POSITION OF

OPERATIONS MANAGER FOUNTAIN PLAYCENTRE

THE ROLE OF THE OPERATIONS MANAGER

The Fountain Playcentre Operations manager works alongside the Programming Manager to execute the day to day operations of the Students' Union Fountain Play Centre Child Care Services. This includes the supervision and scheduling of volunteers, volunteer recruitment, accounts payable and receivables, event and activity planning and organization, purchasing & the general maintenance and standards of the Fountain Play Centre.

DETAILS

The Fountain Playcentre Managers are active student leaders who work to create an inviting and safe environment for the children of Mount students who are enrolled.

REQUIREMENTS/QUALIFICATIONS

- Be enrolled in at least one class each semester (Fall & Winter)
- Have a GPA of no less than 2.0
- Be a mature individual
- Child care and service experience and knowledge an asset
- Good Customer Service Skills
- Be Non-Judgmental, understand the importance of confidentiality, be empathic and objective
- Supervision skills
- Creative and innovative
- Passionate and committed

INCOMING TRANSITION

- Understanding all operational policies and centre structure regarding the Fountain Playcentre
- Become familiar with all centre emergency protocols
- Participate in job shadowing
- Attend any ongoing meetings
- Work with the FPC Programming manager to ensure a thorough understanding of the services is achieved.

RESPONSIBILITIES AND DUTIES

The Fountain Playcentre Operations Manager will share various roles and responsibilities with the Programming Manager to oversee the effective operation, execution and accountability of service of the Fountain Playcentre. These responsibilities include, but are not limited to:

- Oversee annual centre budget
- Arrange parent payment schedules
- Accounts payable for centre
- Prepare welcome packages for parents and volunteers
- Arrange cross-training within MSVUSU departments
- Volunteer Recruitment, Training, Retention and Supervision
- Volunteer appreciation events
- Volunteer Reference Checks
- CPR/First Aid Training Sessions
- Volunteer Orientation Booklet/Information Packs
- Volunteer Contact List
- Open Houses
- Centre Promotion & Advertisement
- Organization of annual Kid's Carnival
- Supply Purchasing
- Upkeep & General Maintenance of the Fountain Play Centre