



Kids Kottage Foundation

Team Lead, Childcare

Are you passionate about seeing a community where every child has a place to be cared for in times of need? Bring that passion to Kids Kottage Foundation!

About us:

Kids Kottage provides care and shelter for children who may be facing a crisis. Established in 1995, Kids Kottage is a not-for-profit and charitable organization licensed to provide residential care for children aged 0-10.

The Opportunity:

We are looking for a full-time Team Lead to oversee day-to-day childcare, mentor staff, and ensure program excellence based on leading practices in child development. The successful candidate will have significant experience in a childcare or early learning setting that uses leading practices, such as the Reggio Emilia philosophy of care.

The ideal candidate is a collaborative leader with high social-emotional intelligence and excellent communication skills, who is committed to creating the best possible environment for the children we serve.

Essential Duties and Responsibilities:

- Develops and implements safe, creative, developmentally appropriate indoor and outdoor activities for the infants and children.
- Sources external partners to provide enriching activities for children.
- Champions change and improvements to processes, policies, and practices for continuous growth and improvement.
- Manage a team of childcare staff, provide orientation, and support their professional development.
- Uses a coaching and mentorship approach to support staff in their responsibilities, including day-to-day problem solving.
- Ensures compliance with licensing and accreditation requirements.
- Has an ability to translate policy into action and can contribute to the strengthening of policy.
- Ensures effective risk management, incident response, and safety protocols.
- Participates in case consultations and leads staff meetings when required.
- Supports interpersonal problem solving and conflict resolution.



- Participates in 'on call' rotation with the other Team Leads and/or Program Manager.

Qualifications:

- Minimum Early Childhood Education (ECE) Level 2 or 3 Certification is strongly preferred.
- Significant experience working in a childcare or early learning setting, preferably in a leadership or supervisory capacity.
- Knowledge of leading practices in child development, such as Reggio Emilia philosophical approach, inclusive practices, and trauma-informed care.
- Provides and maintains current clear Child Intervention Record Checks and Police Information with Vulnerable Sector Check.
- Current certification in Standard First Aid & CPR.

Core Competencies:

- **Child Development:** Deep understanding of child-centered, relationship-based learning, and the belief that children are capable, resourceful, and active participants in their development. Familiarity with the importance of the environment as the "third teacher," documentation practices, and collaborative learning.
- **Cultural Responsiveness:** Recognizes that culture is a source of strength, resilience, and belonging. Ability to honor children's voices, cultural identities, and unique learning styles. Knowledge of Indigenous cultures, languages, or communities.
- **Communication Skills:** Communicates effectively with staff, management, and community partners; provides clear feedback and documentation. Strong interpersonal skills for building trust with children and families through a trauma-informed approach prioritizing emotional safety and responding with empathy.
- **Leadership & Supervision:** Demonstrates the ability to lead, motivate, and support a team of childcare staff. Skilled at facilitating reflective practice and team collaboration. Support continuous learning and champion the integration of evidence-based approaches into daily work.
- **Program Quality:** Ensures programs meet developmental needs and promote learning through play and exploration. Ability to evaluate program quality and outcomes, aligning our approach with leading practices in early childhood care, such as the Reggio Emilia philosophy.



Pre-Employment Requirements:

- Police Information Check **with** Vulnerable Sector Search valid within the last 6 months.
- Intervention Record Check through Children's Services valid within the last 6 months.
 - To prevent potential delays in employment, it is recommended to apply early. Instructions on how to apply for the above checks can be found here: <https://kidskottage.org/get-involved/career-opportunities/>
- Proof of qualifications (degrees/diplomas/certificates etc.)
- Satisfactory reference checks

Work Environment:

- Crisis Nursery, located at 13308 101 Street Edmonton, T5E 4G3
- Reports to the Program Manager
- 35 hours per week: Wednesdays (5-hour shift), Thursdays, Fridays, Saturdays (10-hour day shifts)
- Participation in the on-call rotation

Benefits & Remuneration:

- Comprehensive, competitive, extended health benefits package
- The hourly range for this position is \$25-\$30 per hour
- There is additional compensation for participation in on-call rotation.

How to Apply:

For the opportunity to join the Kids Kottage Foundation, in the role of Team Lead, please fill out the application form on our website:

www.kidskottage.org/get-involved/career-opportunities

Application Deadline: Open until a suitable candidate is found.

****We appreciate the interest of all applicants. However, we will only contact those selected for an interview.****

At Kids Kottage Foundation, we believe that justice, equity, diversity and inclusion are essential to our mission of protecting children, supporting caregivers, and strengthening families. We are committed to creating a safe, welcoming, and respectful environment where all children, caregivers, staff, and community members feel valued, heard and empowered.

We encourage all candidates who self-identify as members of the following designated groups: women, visible minorities, Indigenous peoples and persons with disabilities to apply. If you require any accommodations throughout the recruitment process, please contact

breanna.berridge@kidskottage.org