

Manager Job Description:

Job Summary:

Under the direction of the Owner of FFNS manages the day-to-day operations of the Fern Flower – Nature School. Participates in the development, recommendation, and administration of policies, procedures and processes in support of Nature School operations. Responds to inquiries and requests for service from internal College departments and supervises campus technical/support staff.

Job Responsibilities:

PROFESSIONALISM

- Know and follow the mission of Fern Flower – Nature School
- Build positive relationships with families, children, team members, licensing officers and the communities in which we serve
- Demonstrate strong leadership, problem-solving, and coaching skills
- Display strong communication skills through listening, empathy, positive nonverbal communication, concision, friendliness, confidence, respect, open-mindedness, respect, and compassion
- Protect the privacy and confidentiality of information pertaining to families, children, and team members
- Avoid behavior that diminishes the reputation of Fern Flower – Nature School, while following laws and regulations put in place to prioritize the protection of children under our care
- Model positive behavior for children, families, and other team members
- Contribute to the improvement of the program by sharing and using information gained from attending Early Childhood conferences or professional meetings
- Be available for work as required to maintain ratios and best practices

- Be flexible to the changing needs of the team members, and Fern Flower – Nature School as a whole
- Be open and receptive to feedback and suggestions from board members, team members, and other customers

CUSTOMER INTERACTIONS

- Provide an inviting, secure, and comfortable environment for children, families, and employees
- Interact verbally and non-verbally with a respectful tone of voice and manner
- Know and follow Fern Flower – Nature School positive guidance procedures as described in the staff policy handbook
- Greet each family at drop off and pick up times. Seek and share relevant information
- Prepare and distribute monthly newsletters and center activities
- Attend one community event and all Fern Flower – Nature School events each year
- Utilize one community resource per month (library, field trip, community resource, etc.)

MANAGERIAL RESPONSIBILITIES

- Fern Flower – Nature School teachers and other team members
- Manage daily operations at Fern Flower – Nature School
- Implement and support Fern Flower – Nature School programming and curriculum
- Conduct family tours at Fern Flower – Nature School
- Manage enrollment of Fern Flower – Nature School
- Follow licensing regulations for Fern Flower – Nature School
- Follow Forest School standards for Fern Flower – Nature School
- Conduct annual teacher evaluations for Fern Flower – Nature School employees with the Owner
- Maintain staff files to adhere to licensing regulation



Fern Flower - Nature School
Location: 3827 Charlton Dr, Qualicum Beach, BC V9K1Z3
Phone Number: 250-299-2054
E-mail: fernflowernaturechool@gmail.com

- Lead new hire orientation at Fern Flower – Nature School

HEALTH, SAFETY AND NUTRITION

- Implement Canada Food Guide Program
- Compose and maintain allergy and special dietary lists, and distribute to classrooms teachers
- Review medical and incident log books each quarter

Hours of Work:

The same as hours of FFNS sessions. Or 75% of the time while FFNS is taking place. Approximety, Monday to Friday from 9 am to 4 pm.

Manager: _____ *Date:* _____

Owner of FFNS: _____ *Date:* _____