

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fulfill the following vacancy:

Early Years Supervisor

Permanent, full-time position

Salary: To be determined (based on a 35-hour work week).

Work Location: 555 Courthouse Road, Cobourg, Ontario, K9A 5J6.

In this new position, reporting to the Early Years Manager, the Early Years Supervisor, will support the successful implementation of Service Manager Early Learning and Child Care (ELCC) Programs (Provincial/Federal and County funded) and ensure delivery adheres to the legislation, directives, policies, procedures and guidelines. The Supervisor will assist in the planning, development and administration of service contracts, plans, policies and procedures for all programs and services. This could include presenting the information to various audiences in various formats. The Supervisor will research best practices to ensure efficiencies as well as provide guidance and support to staff with case management and program delivery. This position will provide support to the Leadership Team in the implementation of strategic priorities.

The Early Years Supervisor will provide support to ensure a strong and vibrant community - with a focus on fostering relationships with ELCC operators and community partners to grow the Early Years sector in Northumberland, including seeking out new funding opportunities. Strong leadership, communication and critical thinking skills are essential for success in this role.

Qualifications & skills:

- Minimum 2-year College Diploma in Social Sciences (Early Childhood Education, Social Service Worker, Sociology, Psychology), Municipal/Public/Business Administration or other related discipline.
- Three (3) to five (5) years of progressive supervisory experience in early learning and child care, non-profit, social services, health or municipal related fields. Experience in supervising in a unionized environment considered an asset.
- Experience with principles of Early Learning and Child Care, social work, government relations, and/or business administration.
- Demonstrated understanding and experience in customer service standards and appropriate management of crisis intervention and formal complaint resolution.
- Comfort in exercising innovation, assessing risk, discretionary decision making and critical thinking skills.
- Ability to analyze information, review data and develop solution focused action plans for staff and the community.
- Knowledge and understanding of and the ability to interpret complex legislation and funding information, including the Early learning and Child Care Act, Ontario Works Act, Ontario Disability Support Program Act, Municipal Freedom of Information and Protection of Privacy

Act, considered an asset.

- Demonstrated ability to understand and supervise in a human services environment, including team building, relationship management, performance management, mentoring and coaching.
- Knowledge of administrative and accounting practices.
- Knowledge of municipal government, budget processes, and accounting principles, purchasing and procurement processes.
- Proficient in Microsoft Office Suite.
- A Registered member of the Ontario College of Early Childhood Educators would be considered an asset.

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

When emailing your application, please indicate what source you found this posting on and **please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (docx) or Adobe (pdf))**. We thank all applicants for their interest, however, only those selected for an interview will be notified.

The successful candidate will be required to submit a satisfactory vulnerable sector check prior to the commencement of employment.

A valid Class G driver's license with a clean abstract and access to a personal vehicle is required. A 3-year uncertified driver's record obtained from Service Ontario must be submitted with your resume. Resumes submitted without an acceptable driver's abstract will not be reviewed.

We invite you to submit your application **by 4:30pm on Tuesday, September 2, 2025**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.