

POSITION VACANT- OPERATIONS MANAGER
CHILD CARE SERVICES TAREE & DISTRICTS INC.

Child Care Services Taree & Districts Inc are seeking an enthusiastic, motivated Operations Manager to work in Taree commencing December 2026.

CCSTD is a not-for-profit organisation, operating Wattle Tree Care (a registered NDIS Provider) Taree Great Lakes Gloucester Family Day Care, and Communities for Children programs in the Mid Coast Council area.

The successful applicant will be responsible for the day-to-day operation of the service reporting to the Management Committee.

Full time position 67.5 hours per fortnight 8.30am to 4.30pm, 9 day fortnight- includes on-call duties. Salary under the SCHARDS Award

Vehicle, mobile phone, laptop are provided for work purposes only.

Essential

Qualification and experience in Early Childhood Education and/or Disability

Experience in managing a team

Sound knowledge of the NDIS sector

Willing to undergo background checks and obtain WWC, NDIS Worker Screening, First Aid and National Criminal Record Check, Proda No, MyGov ID and able to register through RAM

Experience in funding budgets and reconciliation

Knowledge of accounting, invoicing and/or Child Care Subsidy

Good communication skills

Passion and understanding of disabilities, children and families.

Current Drivers license

Current Passport or willing to obtain

Desirable

Experience with Child Care Software or NDIS Software programs and rostering

Experience and knowledge of MYOB

For full Job Description Contact- tareechildcareservices@ccstd.com.au

Applications close: 18th September 2026