



TRENTON MILITARY FAMILY RESOURCE CENTRE

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POSITION: Childcare Assistant

MANDATED SERVICE AREA: Trenton Military Family Resource Centre Child Care Program

SITE:

RESPONSIBLE TO: Childcare Supervisor

OUR MISSION

Connecting and empowering our military community.

OUR VISION

Where our military community feels welcome and supported.

GENERAL POSITION OVERVIEW

To have or gain a thorough understanding of the unique and demanding lifestyle experienced by the military family and how these challenges can affect child development and parenting. This position requires someone enthusiastic, creative, motivated, and dedicated to performing all licensed childcare activities following the CCEYA while promoting healthy child development and supporting positive child/adult interactions.

COVID – 19 Vaccination is mandatory for all employees and volunteers as per the Trenton MFRC Policies.

HOURS OF WORK

Between operating hours of 6 am and 630pm, with the possibility of extending to 11 pm, Monday to Friday with an increase of hours during PA days/Spring Break/Summer. Hours of work are based on the needs of our program. Hours vary based on the needs of each Site.

Ability to pick up additional hours at other Site locations (Trenton, Batawa, St. Mary's, and Belleville)

START DATE:

QUALIFICATIONS & COMPETENCIES:

A Childcare Assistant is expected to have:

- Experience working in the field of Early Learning or with children under the age of 12,
- A valid Standard First Aid/CPR Certificate,
- Proof of clear Police Reference Check and updated every five years,
- A high degree of interpersonal and communication skills,
- A proven ability to be part of a collaborative team,
- Strong advocacy skills with the ability to work towards an inclusive and supportive environment,
- A team mentality and focus with the ability to solicit feedback and information from program area staff as well as their own ability to assess,
- Written and oral fluency in English, written and oral fluency in French would be considered an asset and may be a requirement within some positions,
- Proficiency in various computer applications such as Microsoft Word, Excel, Internet, and the ability to adapt to new applications as they become available.

If interested and qualified, please submit your resume, cover letter and location preference to

Closes:

CC:

Posted: