



## TRENTON MILITARY FAMILY RESOURCE CENTRE

### Internal and External Posting

**POSITION:** Contract Childcare Assistant — Non-Union

**MANDATED SERVICE AREA:** Trenton Military Family Resource Centre Child Care Program (Belleville Site)

**RESPONSIBLE TO:** Childcare Supervisor

**OUR MISSION:** To promote and facilitate community-based services that enrich, strengthen and enhance the quality of life for our military families.

**OUR VISION:** Where every military family 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:** To Be Determined

#### QUALIFICATIONS & COMPETENCIES:

Childcare staff will have:

- Proven ability to work with children as individuals and in groups
- Current Criminal Reference Check, valid First Aid/CPR certificate, up-to-date Immunization including Two-Step TB Test
- Proven ability to assess and document observations on children's development or circumstance
- A high degree of interpersonal and communication skills
- A proven capacity to actively participate within a collaborative team environment
- Written and oral fluency in English, with preference given to French Bilingual Candidates
- Proficiency in various computer applications such as Microsoft Office
- Knowledge of the CCEYA
- To establish and maintain a good working relationship with the colleagues, School Principal, Secretaries, Teachers and Custodians
- To maintain and uphold all Licensing requirements as set out in the Child Care Act i.e. maintain and update all required forms, paperwork and files
- Food Handlers Certification is an asset

**If interested and qualified, please submit your resume and cover letter no later than Tuesday April 29,**

2025, by 4 pm to [tanya.m@trentonmfr.ca](mailto:tanya.m@trentonmfr.ca)

Posted on Wednesday April 23, 2025