

TRENTON MILITARY FAMILY RESOURCE CENTRE

# Internal and External Posting

**POSITION:** Part time Childcare Assistant (up to 30 hours per week)

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

# HOURS OF WORK

Part time up to 30 hours

**START DATE:** ASAP

**Pay Scale:**

# QUALIFICATIONS & COMPETENCIES:

Childcare Assistant will have:

* Proven ability to work with children as individuals and in groups,
* Current Criminal Reference Check, valid First Aid/CPR certificate and up-to-date Immunization
* 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 is an asset
* 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 May 16th by 4 pm to**

**rachel.m@trentonmfrc.ca**

cc. Corinna Horsley, Rabia Stobbart, Alicia MacInnis: Union Stewards Posted: May 1st, 2025