



## TRENTON MILITARY FAMILY RESOURCE CENTRE

### Internal/External Posting

**POSITION:** RECE / DESIGNATE for St. Mary's B&A Program, Permanent Part Time (up to 30 hrs.)

**MANDATED SERVICE AREA:** Trenton Military Family Resource Centre St. Mary's B&A Program

**RESPONSIBLE TO:** Childcare Manager

### 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. To foster a positive and strong workplace culture, encouraging team collaboration and communication.

### HOURS OF WORK

General operating hours of 6 am and 630pm, Monday to Friday. Hours of work are based on the needs of our program

and the schedule is based on the needs of the Site and may extend beyond general operating hours as required.

**START DATE:** August 25th, 2025

### QUALIFICATIONS & COMPETENCIES:

RECE/Designate will have:

- Proven ability to work with children as individuals and in groups
- Current membership with the Ontario College of Early Childhood Educators, or licensed Childcare Experience for 1 year
- Current Criminal Reference Check, valid First Aid/CPR certificate, 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 in a leadership role with experience as a designate
- Written and oral fluency in English, French is an asset
- Proficiency in various computer applications such as Microsoft Office
- Extensive knowledge of the CCEYA
- To establish and maintain a good working relationship with the colleagues, and school principal and staff
- 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

- Experience supporting staff
- Experience working at a supervisory level
- Understanding of the unique aspects of the Military community

**If interested and qualified, please submit your resume and cover letter no later than August 8th, 2025, by 4 pm to [andrea.k@trentonmfrc.ca](mailto:andrea.k@trentonmfrc.ca)**

Cc. Corinna Horsley, Alicia MacInnis, Rabia Stobbart

Posted July 25th, 2025