



Trenton Military Family Resource Centre (MFRC) Internal and External Job Posting

POSITION: Childcare Assistant – Trenton Location

TYPE OF EMPLOYMENT: Permanent Part-Time, Unionized

RESPONSIBLE TO: Childcare Site Supervisor

Our Mission

Connecting and empowering our military community.

Our Vision

Where our military community feels welcome and supported.

General Position Overview

As a Childcare Assistant at Trenton MFRC, you will be an integral part of our mission to enrich the lives of military families by providing exceptional care and support to children. Your role will involve creating a safe, nurturing and inclusive environment for children under your care, ensuring their well-being and development.

Hours of Work: Up to 30 hours a week based on the needs of the Trenton MFRC and may include evening/weekends. Ability to pick up additional hours at other Site locations (Trenton, Batawa, St. Mary's, and Belleville)

Start Date: November 10, 2025

Qualifications

Childcare Assistants will 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 a clear Criminal Reference Check with Vulnerable Sector Screening,
- Knowledge of Ontario's Pedagogy for the Early Years, "How Does Learning Happen?" would be considered an asset,
- A high degree of interpersonal and communication skills,
- Possess a team mentality with the ability to work collaboratively within a team,
- Strong advocacy skills with the ability to work towards an inclusive and supportive environment
- 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, Access, Excel, Internet and the ability to adapt to new applications as they become available

If interested and qualified, please submit your resume to Nicky Legacy at nicky.l@trentonmfr.ca no later than November 5th, 2025

CC: Alicia MacInnis, Rabia Stobbart

Posted: October 27, 2025
