



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

Childcare Assistant (18 Month Contract)

---

**LOCATION:** Trenton MFRC – Site #1  
**TYPE OF EMPLOYMENT:** Part-Time, Non-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:**

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:**

This is a part-time position at thirty (30) hours per week, and the hours of work are structured based on the needs of the program as required.

**Start Date:** April 1<sup>st</sup>, 2026 (for existing vacancy). This is an 18-month contract position ending October 1<sup>st</sup>, 2027, with the possibility of extension.

**Salary Range:** \$18.76 – \$21.14

### **Qualifications and Competencies:**

- Experience working in the field of Early Learning or with children under the age of 12,
- Early Childhood Education Diploma or Early Childhood Assistant Certificate would be considered an asset.
- 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 Peter Spragge at [peter.s@trentonmfr.ca](mailto:peter.s@trentonmfr.ca), no later than April 2<sup>nd</sup>, 2026.

cc: Rabia Stobbart, Corinna Horsley, Alicia MacInnis

Posted: March 25, 2026

---