



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

POSITION: Family and Childcare Support Services Manager
TYPE OF EMPLOYMENT: 1.0 FTE, Non-Union
RESPONSIBLE TO: Executive Director

Our Mission

Connecting and empowering our military community.

Our Vision

Where our military community feels welcome and supported.

General

The Family and Childcare Support Services Manager is responsible for planning, implementing and supervising specialized childcare activities to meet the physical, emotional, intellectual and social needs of children in the program in accordance with all relevant legislation, policies and procedures. The Specialized Child Care Program consists of Casual Child Care, Emergency and Respite Child Care, and enhanced support services. The Family and Childcare Support Services Manager is also responsible for the hiring process, employee performance reviews, with prior Executive Director approval, and will support the development and monitoring of the Specialized Child Care Program budget.

Hours of Work: This is a full-time position at thirty-seven (37.5) hours per week, and the hours of work are structured based on the needs of the program and may include evening and weekend work as required.

Start Date: May 4th, 2026. This posting is for an existing vacancy.

Salary Range: \$30.00-\$33.00

Qualifications and Competencies

The Family and Childcare Support Services Manager will:

- A Bachelor's Degree or College Diploma in Early Childhood Education Diploma (ECE)
- Hold current Registration with the College of ECE.
- 5 years of experience as an Early Childhood Educator.
- 3 years of experience in a Supervisory position preferred.
- Respect for the unique challenges families face relating to the military lifestyle.
- Current CPR and First Aid Certificates relevant to the age group being cared for.
- Must be able to provide a clear vulnerable sector check.
- Proven ability to successfully work with children and their parents in a sensitive, effective and professional manner.
- Strong working knowledge of child development theories and practices.
- Strong working knowledge of relevant legislation, policies and procedures to ensure that children are supervised and safe at all times.
- Demonstrated ability to create safe and appropriate activities for children.
- Computer literacy, including effective working skills of Microsoft 365 and e-mail required.
- Good organizational, time management and prioritization skills.
- Strong morals and ethics, sound judgement and reasoning skills, along with a commitment to discretion and staff privacy.
- Strong verbal, written and interpersonal communication skills that allow one to work effectively in a diverse working environment.
- Have excellent written and verbal communication skills in English, written and verbal fluency in French would be considered an asset.
- Hold a valid Standard First Aid/CPR Certificate.
- Provide a clear Vulnerable Sector Check and Criminal Reference Check.

If interested and qualified, please submit your resume to Nicky Legacy at nicky.l@trentonmfr.ca no later than April 24th, 2026
cc: Rabia Stobbart, Alicia MacInnis

Posted: April 1st, 2026
