



Position	Childcare Assistant I
Department	Childcare Services
Division	Childcare
Pay Band	4
Wage Range	\$20.91 - \$26.63
Supervisor	RECE Supervisor
Status	Full-Time

Job Summary:

The Town of Carleton Place is seeking a dedicated Childcare Assistant 1 to join our Childcare Services Department. This role supports the RECE Supervisor and assists in maintaining a safe, nurturing, and positive environment for children. Responsibilities include housekeeping, kitchen, and basic laundry duties to ensure a clean and organized space that supports learning and development.

Key Responsibilities:

- Ensure the safety and well-being of children in care.
- Build caring and responsive relationships with children, families, and colleagues.
- Create a welcoming, positive learning environment.
- Assist with classroom housekeeping, including cleaning and organizing.
- Support kitchen tasks, including meal preparation and family-style serving.
- Monitor health, attendance, and daily activities, documenting as required.
- Communicate health or safety concerns to supervisors promptly.
- Support diapering and toileting routines as necessary.
- Collaborate with team members to enhance the childcare environment.

Qualifications and Requirements:

- Diploma or equivalent education in a related field (e.g., Community and Social Services, Early Childhood Assistant).
- Willingness to obtain and maintain CPR-C/AED, standard first aid, and anaphylaxis training.
- Minimum two years of experience working with infants, toddlers, or in a similar childcare setting.
- Strong communication, problem-solving, and time management skills.
- Ability to lift 45 pounds unassisted and perform various physical activities related to childcare.

Working Conditions

This is a full-time position with irregular or split shifts starting as early as 6:15 a.m. and ending as late as 6:00 p.m. Occasional work beyond regular hours may be required. This role involves both indoor and outdoor work, with exposure to varying environmental conditions.

Benefits:

- 100% employer-paid extended health and dental benefits.
- Short-term disability (STD) and long-term care (LTC) coverage.
- Defined benefit pension plan (OMERS).

Why Join Us:

- Be part of a supportive and dynamic team in a fast-growing town.
- Opportunities for professional development and career growth.
- Flexible work environment with the chance to make a difference in children's lives.

Application Deadline:

Accepting applications until filled.

How to Apply:

Please send your resume and cover letter to hr@carletonplace.ca

The Town of Carleton Place is an equal opportunity employer

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at hr@carletonplace.ca and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.