



Position	Childcare Assistant I
Department	Childcare Services
Division	Childcare
Pay Band	4
Wage Range	\$21.43 - \$27.30 (2025 Wage Grid)
Supervisor	RECE Supervisor
Status	Full-Time, Temporary (Duration Dependent on Leave Coverage)

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.

This position is offered to provide coverage for ongoing leaves of absence within the department. As such, the duration of the assignment is uncertain and dependent on operational needs and the return-to-work dates of employees on leave. If one leave concludes, you may be reassigned to provide coverage for another leave, at the Corporation's discretion.

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 Temporary 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:

- Employee Assistance Plan
- 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.