



Position	Childcare Assistant I, Childcare Assistant II
Department	Childcare Services
Division	Childcare
Pay Band	4
Wage Range	Assistant 1: \$21.43 - \$27.30 (2025 Wage Grid) Assistant 2: \$19.51 - \$24.82 (2025 Wage Grid)
Supervisor	RECE Supervisor
Status	Full-Time, Temporary (July & August, with potential for extension based on vacancies)

Job Summary:

The Town of Carleton Place is seeking Childcare Assistants to support summer programming for both school-aged children and infants/toddlers within our licensed childcare programs. We have multiple vacancies and encourage applicants with qualifications for either Childcare Assistant 1 or Childcare Assistant 2 to apply.

Childcare Assistants work as part of a team to ensure a safe, engaging, and supportive environment where children can learn, play, and grow. Responsibilities may vary based on program needs and can include assisting with structured activities for school-aged children, providing care for infants/toddlers, and maintaining a positive classroom environment. These temporary full-time positions cover the summer months of July and August, with the possibility of extension based on operational needs.

Key Responsibilities:

- Supervise and support school-aged children and/or infants/toddlers, ensuring their safety and well-being in indoor and outdoor environments.
- Assist in planning and facilitating age-appropriate activities, including play-based learning, crafts, games, and outdoor recreation.
- Support children's daily routines, including transitions, meals/snacks, rest periods, and personal care (diapering, toileting, handwashing, etc.).
- Foster positive interactions and help create an inclusive, welcoming space for all children.
- Maintain a clean, organized, and safe environment, including assisting with tidying, sanitizing materials, and ensuring appropriate supply levels.
- Follow licensing requirements, policies, and health/safety protocols, reporting concerns as needed.
- Work collaboratively with RECEs and other team members to provide high-quality care and education.
- Communicate effectively with colleagues, children, and families, promoting positive relationships.

Qualifications and Requirements:

Assistant 1:

- Diploma or equivalent education in a related field (e.g., Community and Social Services, Early Childhood Assistant).
- Minimum two years of experience working with infants, toddlers, or in a similar childcare setting.
- Willingness to obtain and maintain CPR-C/AED, standard first aid, and anaphylaxis training.

Assistant 2:

- Ontario Secondary School Diploma (Grade 12).
- Previous childcare or child-related experience (e.g., summer camp counselor, babysitting, co-op placements, coaching, or Educational Assistant) considered an asset.
- Current enrollment in an Early Childhood Education (ECE) program considered an asset.

For All Positions:

- Must be at least 18 years of age.
- Successful completion of a Vulnerable Sector Check (VSC) is required prior to employment.
- Willingness to obtain and maintain CPR-C/AED, standard first aid, and anaphylaxis training.
- 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 for July and August 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.