



## **Employment Opportunity – Childcare Assistant I, Childcare Assistant II**

**Position:** Childcare Assistant I, Childcare Assistant II

**Department:** Childcare Services

**Reports To:** Childcare Supervisor

**Status:** Full-time Seasonal, Temporary

**Pay Band:** 3,4

**Wage Scale:** Assistant 1: \$21.97 - \$27.98 (2026 Wage Grid)

Assistant 2: \$20.00 - \$25.44 (2026 Wage Grid)

**# of Vacancies:** Multiple Vacancies

**Work Schedule:** **Monday – Friday, 8 hour day**

*\*Please note this schedule reflects past years. Schedule is subject to change as determined by operational needs.*

### **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 and Family Assistance Plan
- Virtual Healthcare (Teladoc)
- 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](mailto: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](mailto: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.