



## Town of Carleton Place- Employment Opportunity

The Town of Carleton Place is seeking individuals for multiple **Temporary Full-Time Childcare Assistant-1 Summer Contract** positions to join our Childcare Services Department. Reporting to the RECE Supervisor, this position helps to create a welcoming, positive learning environment. Duties include but are not limited to following directions, completing all required duties associated with the classroom, housekeeping, and some basic kitchen/laundry responsibilities.

### Hours:

This position will be scheduled Monday through Friday, 7 hours per day, 35 hours per week between the hours of 6:15am to 6:00 pm.

This position requires flexibility to work with any age group, independently and/or as part of a team. Working environments and/or classrooms can change depending on the needs of the program.

### Qualifications:

- Early Childhood Assistant Diploma or equivalent in a related field (Community and Social Services)
- Two year's related experience working with infants and toddlers, early childhood, and/or camp, social services, educational assistant (EA), or other preferred.
- Must be willing to obtain and maintain CPR-C/AED and standard first aid training.
- Must be willing to obtain and maintain Anaphylaxis training.
- Vulnerable Sector Criminal Reference Check (valid to 6 months of employment).

### Wage: \$20.91- \$26.63 per hour (2024 Pay grid)

- This position may receive up to an additional **\$2/ hour** WEG

### Why work for the Town of Carleton Place?

- OMERS Pension
- Employee Assistance Program

Qualified candidates are invited to submit a detailed cover letter and resume directly by email to [hr@carletonplace.ca](mailto:hr@carletonplace.ca) quoting "Childcare Assistant 1"

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

Personal information submitted will be used for the purposes of determining suitability for this competition only and in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

***The Town of Carleton Place is an equal opportunity employer, committed to meeting needs under the Canadian Charter of Rights and Freedom, the Ontario Human Rights Code, and the Accessibility for Ontarians with Disabilities Act.***  
***Applicants requiring accommodation throughout any part of the recruitment process should contact Human Resources at 613-257-6219.***