



Employment Opportunity – Community Development Assistant

Competition Number: 006-2026

Position: Community Development Assistant

Department: Community Services

Reports To: Director, Community Services

Status: Part-time (10-15 hours per week)

Pay Band: 3

Wage Scale: \$20.00 – 25.44 (2026 Approved Wage Grid)

of Vacancies: 1

Position Summary:

The Town of Carleton Place is seeking a motivated and community-minded individual to join our team as a part-time Community Development Assistant. This position supports the Community Development Coordinator, Communications Coordinator, and other municipal staff in delivering high-quality programs, events, and community engagement initiatives.

This role is ideal for someone pursuing a career in municipal government, community development, events, or communications, and offers hands-on experience in a fast-growing and vibrant community.

Key Responsibilities:

- Create, design, print, and distribute posters, promotional materials, and advertisements for events and programs.
- Maintain inventory spreadsheets for program and event materials.
- Develop and administer surveys and questionnaires; support event data collection and post-event analysis.
- Summarize survey feedback for post-mortem event meetings.
- Research contracted services and event amenities within approved budgets.
- Assist with researching and preparing grant applications.
- Support volunteer coordination and provide on-site volunteer assistance during events.
- Assist with planning and delivering Town events, including events in partnership with the Downtown Carleton Place BIA.
- Support event setup, operation, and cleanup.
- Assist in creating and coordinating digital marketing and social media content (websites, Facebook, Instagram, etc.).
- Respond to social media inquiries with professionalism, discretion, and confidentiality.

- Perform additional duties as assigned to support community development initiatives.

Qualifications:

- College Diploma in Recreation & Leisure Services, Community/Urban Development, Event Management, Communications/Marketing, or a related field.
- Equivalent combinations of education and experience may be considered.
- Students currently enrolled in a relevant college or university program are encouraged to apply.
- Minimum one (1) year of experience supporting community, recreation, cultural, or special event programs in a municipal, non-profit, public sector, or similar environment.
- Co-op, internship, or significant volunteer coordination experience may be considered.

Skills and Competencies

- Proficiency with Microsoft 365/Office and SharePoint/OneDrive.
- Basic graphic design skills using Canva or Adobe Creative Cloud.
- Strong planning and time-management skills; ability to work evenings and weekends as required.
- Excellent written and verbal communication skills.
- Ability to engage effectively with multiple stakeholders.
- Knowledge of the Carleton Place community (asset).
- Social media expertise (preferred).
- Photography/video capture and basic editing skills (asset).
- Grant research and support experience (asset).

Working Conditions:

- Scheduled for 10–15 hours per week in an office environment.
- Must be available for evenings and weekends to support events.
- Fast-paced environment with shifting priorities and multiple concurrent demands.
- Regular sitting, standing, and movement.
- Ability to lift, carry, pull, and manage objects up to 35–40 kg.
- Ability to stand for full shifts and walk on uneven surfaces.

Benefits:

- Defined benefit pension plan
- Employee and Family Assistance Program (EFAP)
- Telemedicine Services

Why Join Us:

- Be part of a supportive and creative team dedicated to community engagement.
- Gain hands-on municipal experience in events, communications, and community development.
- Opportunity to contribute to meaningful programs that enhance quality of life for residents.

Application Deadline:

Accepting applications until Monday May 25, 2026, at 12:00 PM.

How to Apply:

Please send your resume and cover letter to careers@carletonplace.ca with the **competition number (006-2026)** in the subject line.

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.



TOWN OF CARLETON PLACE

JOB DESCRIPTION

DEPARTMENT:	Childcare Services Department
DIVISION:	Childcare
JOB TITLE:	Inclusion Support Educator
EMPLOYEE GROUP:	Non-Union
PAY GRID:	6
SUPERVISOR:	Manager of Childcare Services
REVISION DATE:	November 2023

POSITION SUMMARY:

The Inclusion Support Educator provides support, as part of the team, towards the successful inclusion of children with **Special Educational Needs or Disabilities** in the childcare setting.

DUTIES AND RESPONSIBILITIES:

1. Attends work on a regular basis, arriving in a timely manner and following the schedule as provided by the Manager of Childcare Services
2. To adhere to policies and procedures defined by the childcare centers.
3. Complete all necessary documentation as required.
4. Accountable for the safety and well-being of all children and program staff
5. Work as an active member of the childcare team in the supervision and care of all children.
6. Avoid shadowing of any particular child unless the situation warrants, and work with program staff to allow them opportunities for interaction with children with special needs.
7. Participate in team discussions and provide input to the childcare plans as required, assisting program staff with implementation.
8. Assist program staff with the application of strategies recommended in the childcare plan and document as required.
9. Use observations to expand play, and plan activities that recognize individual differences.
10. Assist in the review and development of individual plans.
11. Use a variety of teaching techniques including modelling, observing, questioning, demonstrating, and reinforcing.
12. Ensure that children are guided and nurtured in a positive manner, according to their individual development level through all aspects of physical, emotional, cognitive, and social skills/needs.
13. Support staff with the HiMama app for communication with family.
14. Exhibit professional and non-judgmental behaviour.
15. Inclusion Support Educators will be provided with and engage in ongoing opportunities to engage in critical reflections and discussion with others about pedagogy and practice to support continuous professional learning and growth.

16. Provide environments and experiences to engage children in active, creative, and meaningful exploration, play and inquiry.
17. Establish positive, responsive relationships with children and their families.
18. Work as an active member of the childcare team in the supervision and care of all children.
19. Facilitate acceptance of diversity, inclusion, and equity for all children.

The above generally describes the duties of the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Manager of Child Care Services.

POSITION REQUIRMENTS:

EDUCATIONAL REQUIREMENTS:

1. A Diploma in RECE/DSW/Child & Youth Care or a Child Development Degree
2. Must be 18 years of age or older.
3. Must provide a Vulnerable Sector Check every five years. Offence Declaration annually between.
4. Must be willing to obtain and maintain CPR-C/AED and standard first aid certification.
5. Must be willing to obtain and maintain Anaphylaxis training.
6. Knowledge of How Does Learning Happen. Ontario's Pedagogy for the Early Years.
7. Well-developed interpersonal and communication skills

EXPERIENCE:

A minimum of two years' experience working with children with special needs.

SKILLS AND COMPETENCIES:

1. Ability to lift unassisted a minimum of 45 pounds.
2. Patience and a sense of humor
3. Excellent verbal and written communication skills
4. Efficient time management skills
5. Strong problem-solving skills
6. Basic abilities with technology, software, and applications
7. Discretion and good judgement when handling confidential/sensitive material/information.

SAFETY:

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every

task and job. Employees shall be familiar with the Town's Health and Safety Policy and understand their:

- Right to Participate
- Right to Know
- Right to Refuse Unsafe Work
- Right to Stop Dangerous Work

All employees must follow the Town's Health and Safety policy and comply with the Occupational Health and Safety Act.

WORKING CONDITIONS:

This position is scheduled based on the needs of the child that requires support care and therefore will require flexibility for irregular and/or split shifts starting as early as 6:15 a.m. and working as late as 6:00 p.m. There is a possibility that staff will need to stay past 6 p.m. as a result of late pick-up. Periodically, some additional work outside of regular hours may be required to complete special requests. Local travel to seminars or workshops may be required from time to time.

PHYSICAL DEMANDS:

Repetitive physical actions: sitting, standing, bending, twisting, pushing, reaching, lifting, walking, kneeling, grasping, and regular movement with choice; light, moderate and heavy unassisted lifting required (45 lbs min.), moderate visual demands require close and distant vision. Staff may be required to stand and/or sit for long periods of time and walk on uneven ground.

ENVIRONMENTAL CONDITIONS:

This position involves the frequent use of chemicals and exposure to unpleasant odors. Possible contact with blood borne pathogens and/or bodily fluids. The employee also works outside in ranging weather conditions. This position requires flexibility to work with any age group, independently or as a team. Assigned classrooms can change often depending on the needs of the program.

SENORY DEMANDS:

The employee is required to participate in conversations in quiet, and/or noisy, fast paced settings and will work in indoor/outdoor environments. This position requires the use of cleaning equipment such as broom and mop.

MENTAL DEMANDS:

The employee must be able to manage children's safety, schedules and tight timelines while accommodating unplanned interruptions. Prioritized duties are required as well as reading, writing and basic math skills. Excellent organization and time management skills will be needed to complete the required tasks.

N.B. Must be able to read and comprehend instructions, product/chemical labels related to cleaning supplies, food labels, medicine, and custody agreements.

WORKING RELATIONSHIPS:

INTERNAL	Manager of Childcare, Childcare Cook, Team Supervisors, Office Staff, Kitchen Staff, Educators, Cleaning Team, Supply Staff, etc.
EXTERNAL	Parents, Children, Ministry Program Advisor, Agency Partners, Contractors, General Public

APPROVED:

Manager of Childcare

Employee

CAO