



Employment Opportunity – RECE

Competition Number: 009-2026

Position: Childcare RECE

Department: Childcare Services

Reports To: Childcare Supervisor

Location: 3 Francis Street Centre

Status: Full-time, Temporary (1 year)

Pay Band: 5

Wage Scale: \$26.29 – 33.75 (2026 Wage Grid)

of Vacancies: Two (2)

Hours Per Week: 35 hours

Job Summary:

The Town of Carleton Place is looking for two (2) passionate and dedicated Registered Early Childhood Educators (RECE) to join our team. This position offers the opportunity to create a safe and inclusive learning environment for school-age children. The successful candidate(s) will play a key role in fostering children's development through play and active learning, while adhering to the guidelines set forth by the Child Care and Early Years Act (CCEYA) and the Town of Carleton Place policies.

These positions are offered to provide coverage for ongoing leaves of absence within the department.

Key Responsibilities:

- Ensure the safety and well-being of all children in care.
- Build caring and responsive relationships with children, families, and colleagues.
- Create and maintain a welcoming and positive learning environment.
- Administer medication following proper protocols.
- Document and maintain attendance, health, and activity records.
- Assist in meal and snack times, supervise toileting and diaper changes if applicable.
- Collaborate with external services and participate in case conferences. Follow CCEYA licensing requirements, ensuring compliance with health and safety protocols.
- Engage in daily observations, learning stories, and other educational activities. Participate in room inspections, health checks, and any necessary repairs or maintenance.
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Qualifications and Requirements:

- Diploma or equivalent education in a related field (e.g., Community and Social Services, Early Childhood Assistant), or current enrollment in a relevant program with ongoing progress toward completion.
- 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.
- Must be at least 18 years of age.
- Successful completion of a Vulnerable Sector Check (VSC) is required prior to employment.
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- 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 full-time position with possible 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:

- Defined benefit pension plan
- Employee and Family Assistance Program (EFAP)
- Telemedicine Services
- Paid Time Off (“PTO”)
- Short & Long-Term Disability
- Extended Health and Dental Benefits

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 May 22, 2026.

How to Apply:

Please send your resume and cover letter to careers@carletonplace.ca with the competition number **(009-2026)**.

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.