



Employment Opportunity – Childcare Assistant I

Competition Number: 008-2026

Position: Childcare Assistant I

Department: Childcare Services

Reports To: Childcare Supervisor

Location: 3 Francis Street Centre

Status: Full-time, Ongoing

Pay Band: 4

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

of Vacancies: Two (2)

Hours Per Week: 35 hours

Job Summary:

The Town of Carleton Place is seeking two (2) dedicated Childcare Assistant 1 to join our Childcare Services Department. This role supports the RECE Supervisor and assists in maintaining a safe, nurturing, and positive environment for children. Responsibilities include housekeeping, kitchen, and basic laundry duties to ensure a clean and organized space that supports learning and development.

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:

- 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.
- 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 full-time position 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:

- 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 July 27, 2026.

How to Apply:

Please send your resume and cover letter to careers@carletonplace.ca with the competition number **(008-2026)**.

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.