

**Children's Village of Ottawa Carleton  
MEMO**

To: Staff  
From: CVOC  
Date: November 27, 2018  
Re: **Internal/External Job Postings**

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**LADY MACDONALD CHILD CARE CENTRE - CHILDREN'S VILLAGE**

The Children's Village has a long and distinguished history of caring for Ottawa's children. Established in 1864 as a home for orphans, it has responded over the years to the changing needs of children and their families in the community. Filled with a rich tradition of working directly with the community, our history is a testament to our commitment to children and the innovative programs they need.

**Lady Macdonald Child Care Centre - Children's Village** is seeking to hire a:

- 7 hours/day Maternity leave contract – Program Assistant for their Preschool Program.

**Summary Position Description:**

The Program Assistant will assist the RECEs in providing a high quality program of education and care for children in a group setting under the direction of the Program Supervisor reflecting the principles of *Early Learning for Every Child Today* and Ontario's Pedagogy for the early years, *How Does Learning Happen?*, and in accordance with the regulations of the *Child Care and Early Years Act*. They will collaborate in the planning, implementation, and evaluation of developmentally appropriate programs that facilitate learning and the attainment of the developmental goals and focuses on active learning through exploration, play and inquiry.

**Qualification for the Program Assistant position:**

- An Early Childhood Education Diploma from an Ontario College of Applied Arts and Technology or a recognized equivalent is an asset.
- Be registered with the College of Early Childhood Education is an asset.
- A minimum of one year experience in a Licensed Child Care Program with the appropriate age group.
- Valid Standard First Aid and C.P.R Certification.
- Knowledge of How Does Learning Happen? Ontario's Pedagogy for the Early Years is an asset.
- Strong knowledge of early childhood development is essential.
- The successful candidate should strive for excellence in providing care to children.

**Start Date:** January 2019

Qualified individuals are invited to submit their resume **and** cover letter to Myrian Pepin, Manager Group Care Programs at [myrianp@childrevillage.on.ca](mailto:myrianp@childrevillage.on.ca)

**Only those selected for an interview will be contacted.**

**Thank you for your interest in the Children's Village of Ottawa-Carleton**