



INTERNAL/EXTERNAL JOB POSTING

WE ARE HIRING ENHANCED RATIO SUPPORT IN A FEW LOCATIONS!!

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.

- **Program Assistant:** Children's Village at Knoxdale requires a Term Program Assistant to work 7 hours/day from Monday-Friday for their preschool program.
- **Program Assistant:** Children's Village at Stoneway requires a Term Program Assistant to work 3 hours/day from Monday-Friday from 2:30 p.m. - 5:30 p.m. for their School Age program.
- **Program Assistant:** Children's Village at Navan requires a Term Program Assistant to work 2 hours/day from Monday-Wednesday from 2:30 p.m. -4:30 p.m. for their Kindergarten program.

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 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.
- This position is a funded position in order to give additional support for the program. The position is not considered in ratios.

Qualifications for the Program Assistant:

- High school diploma or equivalent;
- Early Childhood Assistant Diploma from an accredited College or equivalent educational qualifications, an asset;
- Holds a valid Standard First Aid & CPR – Level C Certification;
- Clean Police Vulnerable Record Check;
- Proof of double COVID-19 vaccination;
- Displays a caring, compassionate and respectful attitude towards children and families;
- Displays the ability to communicate well, both orally and in writing, in English;
- Demonstrates the ability to work as a team member with professionalism, shows initiative, reliability, and an eagerness to learn;
- Ability to meet the physical demands of the job;
- Experience working with children with exceptionalities.

Salary for Program Assistant: \$20.50 per hour

Location: see website for specific location's addresses

Start & End Date: ASAP until December 22nd, 2023 with possibility of extension.

Qualified individuals are invited to submit their resume **and** cover letter by 12 p.m. Monday, October 2nd, 2023 to careers@childrensvillage.on.ca

Only those selected for an interview will be contacted.
Thank you for your interest in the Children's Village of Ottawa-Carleton