



## **INTERNAL/EXTERNAL JOB POSTING**

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.

### **CHILDREN'S VILLAGE IS HIRING A FULL TIME SUPPLY FLOAT FOR OUR EAST END LOCATIONS!**

**Position:** Full Time Supply Staff (Toddler/Preschool and Kindergarten/School Age) for our East End locations.

#### **Job Summary:**

Will be employed to cover staff absences or situations where additional staffing is required. Reporting to the Supervisor of the centre, the supply educator role is to provide care for the physical and emotional needs of the group and individual children while developing and encouraging positive and secure relationships. She/he will work as part of a team on managing the day to day activities of the rooms within the Children's Village program statement, policies and procedures, and all legislative and regulatory standards. Maintain confidentiality at all times. The Supply Educator needs to have reliable transportation and be extremely flexible with last minute shift changes, possible split shifts, and location of work.

#### **Qualifications:**

- High school diploma or equivalent;
- Early Childhood Assistant Diploma from an accredited College or equivalent educational qualifications an asset;
- A minimum of one year experience in a Licensed Child Care Program with the appropriate age groups;
- Experience in Emergent Curriculum is essential;
- Valid Standard First Aid and C.P.R Certification –Level C ;
- 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 orally and in writing, in English;
- Ability to follow direction with professionalism, shows initiative, reliability;
- Ability to meet the physical demands of the job;
- Flexibility with shifts and locations;
- The successful candidate should strive for excellence in providing care to children.

**Salary:** \$22.00 per hour **plus** \$2/hour applicable W.E.G. and 4% vacation pay. RECEs qualify for an additional \$1/hour Workforce compensation.

**Location:** East End Supply Float position locations: 3 locations in Navan and Gloucester. Please visit our website at [www.childrevillage.on.ca](http://www.childrevillage.on.ca) for exact addresses.

Qualified individuals are invited to submit their resume **and** cover letter by Monday, March 17<sup>th</sup>, 2025 at 12 p.m. to [careers@childrevillage.on.ca](mailto:careers@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**