



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.

- **Program Assistant:** Children's Village at Navan requires a Maternity Leave Term 7-hours/day Program Assistant for their Toddler Program starting ASAP until April 2026.
- **Program Assistant:** Children's Village at Navan requires a Term 5-hours/day Program Assistant float for their Toddler/Preschool Program starting ASAP until August 28th, 2026 with possibility of extension.

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.

Qualifications for the Program Assistant:

- High school diploma or equivalent;
- Early Childhood Assistant Diploma from an accredited College or equivalent educational qualifications, an asset;
- Experience working in licensed childcare, an asset;
- Holds a valid Standard First Aid & CPR – Level C Certification;
- Clean Police Vulnerable Record Check;
- 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;
- Registered Early Childhood Educator, an asset;

Salary for Program Assistant: Starting at \$40,291.47 (\$22.14 per hour), plus applicable WEG \$2.00 per hour. Part time position salaries are prorated to reflect the hours. Additional Workforce Compensation is available for Registered Early Childhood Educators in this position.

Term positions include paid personal leave and 4% vacation pay in addition to their salary.

Location: 1375 Colonial Road, Navan (Public Transportation access is limited)

Qualified individuals are invited to submit their resume **and** cover letter by 12 p.m. Monday, December 15th, 2025 to careers@childrevillage.on.ca

**Due to high volume of applications, only those selected for an interview will be contacted.
Thank you for your interest in the Children's Village of Ottawa-Carleton**