



**Children's Village of Ottawa Carleton is proud to announce  
the opening of its 10<sup>th</sup> location!  
Thos. McDowell Early Learning Centre....coming this Spring!**

### **We are hiring a Permanent Program Supervisor**

#### **Summary Position Description**

The Program Supervisor is responsible for the day to day operations of the Child Care centre. They must facilitate an emergent educational program 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 oversee the planning, implementation, and evaluation of a developmentally appropriate program that facilitates learning and attainment of developmental goals for children and focuses on active learning through exploration, play, and inquiry. The Program Supervisor must work effectively with staff, provide leadership and supervision.

#### **Role and Application details:**

- **Position:** Program Supervisor – Toddler & Preschool Program
- **Salary:** \$37.52 to \$40.43 per hour;
- **Location:** Thos. McDowell Early Learning Centre
- **Address:** 159 Lorry Greenberg Drive, Ottawa (attached to Roberta Bondar Public School)
- **Hours:** 35 hours per week, 7 hours per day;
- **Closing date:** February 6, 2026
- **Apply:** Submit Resume and Cover Letter to Myrian Pepin, Executive Director at [careers@childrevillage.on.ca](mailto:careers@childrevillage.on.ca)

#### **Minimum Qualifications for the Program Supervisor position:**

- Early Childhood Education Diploma;
- Registered member in good standing with the Ontario College of Early Childhood Educators;
- Minimum of ten years' experience in a Licensed Child Care Program;
- **Minimum** of three years in a Toddler/Preschool setting;
- Experience working with emergent curriculum, *How Does Learning Happen?* and *Early Learning for Every Child Today*;
- Excellent knowledge of CCEYA;
- Holds a valid Standard First Aid & CPR – Level C Certification;
- Clean and current Police Vulnerable Record Check;
- Strong knowledge of pedagogy and child development, with the ability to create engaging, nurturing learning environments.

- Valid driver's license and have access to a reliable vehicle.
- Demonstrate excellent teamwork, leadership, and communication skills.
- Sensitivity, respect, and commitment to social inclusion and cultural differences.

#### Your Growth and Perks:

- **Vacation:** Starting with 3 weeks of vacation, increasing up to 5 weeks with tenure;
- **Personal Leave:** 5 days of personal leave per year;
- **Sick leave:** 18 days of sick leave per year;
- **Health and Wellness Benefits:** After 3 months with us, enjoy health, dental, and additional benefits to support your wellbeing;
- **RRSP:** Competitive RRSP program with employer matching contributions
- **RECE Membership:** Enjoy full coverage of your CECE membership after completing one year with our team;
- **First Aid:** We cover the cost of First Aid and CPR training when completed through our in-house trainer;
- **Grow and Learn:** We fully cover professional development opportunities to support your career growth and advancement;
- **Leadership & Growth Opportunities:** We offer a variety of management roles designed to support your professional growth and help you take the next step in your career

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