



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

We are hiring four Program Assistants!

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 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 development goals and focuses on active learning through exploration, play and inquiry.

Permanent Role and Application details:

- **Position:** Full Time - Permanent Program Assistant – Toddler & Preschool Program
- **Salary:** Range from \$22.14 to 25.23 per hour) plus applicable PWEG \$2.00 per hour; RECEs qualify for additional Workforce Compensation;
- **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:** April 27, 2026
- **Apply:** Submit Resume and Cover Letter to careers@childrensvillage.on.ca

Term Contract Role and Application details:

- **Position:** Part Time - Term Program Assistant – Toddler & Preschool Program
- **Salary:** Starting at \$22.14 per hour, plus applicable PWEG \$2.00 per hour; RECEs qualify for additional Workforce Compensation;
- **Location:** Thos. McDowell Early Learning Centre
- **Address:** 159 Lorry Greenberg Drive, Ottawa (attached to Roberta Bondar Public School)
- **Hours:** 20 to 25 hours per week, 4 to 5 hours per day;
- **Closing date:** April 27, 2026
- **Apply:** Submit Resume and Cover Letter to careers@childrensvillage.on.ca

Minimum Qualifications for the Program Assistant position:

- High school diploma or equivalent;
- Early Childhood Assistant Diploma from an accredited College or equivalent education qualifications, an asset;

- Minimum of one year experience in a Licensed Child Care Program;
- Holds a valid Standard First Aid & CPR – Level C Certification;
- Clean and current Police Vulnerable Record Check;
- Displays the ability to communicate well, both orally and written, in English;
- Demonstrates the ability to work as a team member with professionalism, shows imitative, reliability, and an eagerness to learn;
- Ability to mee the physical demands of the job;
- Registered Early Childhood Educator, an asset;

Your Growth and Perks for Permanent Positions:

- **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
- **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.

Your Growth and Perks for Term Contract Positions:

- **Vacation:** 4% vacation pay added to salary;
- **Personal Leave:** 5 days of paid personal leave per year;
- **RRSP:** Competitive RRSP program with employer matching contributions
- **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.**