



Registered Early Childhood Educator

Full-Time Permanent – 35 hours/week, 7 hours/day

Location: Children's Village at Navan, 1375 Colonial Road, Navan

Salary Range: \$26.78–\$30.54/hour (plus applicable PWEG)

Who We Are

For over 160 years, Children's Village of Ottawa-Carleton has been an integral part of our community, supporting children, families, and caregivers through generations of change. Founded in 1864 as a home for orphaned and vulnerable children, we've evolved into a leader in high-quality, inclusive early learning and care. Throughout every chapter, one principle has remained constant: creating environments that feel like **"the next best thing to home."** Today, as one of Ottawa's longest-standing charities, we serve families through a network of licensed childcare centres, home childcare programs, and community-based services that reach children from infancy through school age.

If you're looking to build your career in a place where your work means care and carries meaning today and for generations to come, you'll find it here.

[Learn more about our history.](#)

Position Overview

The RECE will provide a high-quality program of education and care for children in a group setting under the direction of the Program Supervisor, 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 Child Care and Early Years Act. They will collaborate in the planning, implementation, and evaluation of a developmentally appropriate program that supports learning and the achievement of developmental goals for children, with a focus on active learning through exploration, play, and inquiry. The RECE will also support the supervision and evaluation of supply staff, students, and others involved in the implementation of emergent curriculum and the project approach. Confidentiality must be maintained at all times.

This posting reflects a current opportunity within our team and reports to the Program Supervisor.

What You'll Do

- Build and maintain positive, inclusive relationships with children and families to support belonging, well-being, and engagement. Communicate effectively and collaborate with families, colleagues, and community partners.
- Plan, implement, and document play-based, emergent curriculum in line with How Does Learning Happen?, supporting all areas of child development and inclusion.
- Observe and assess children's learning to guide programming and individual support, including inclusion plans when needed.
- Maintain a safe, healthy, and inclusive environment by following all health, safety, supervision, and emergency procedures.
- Provide active supervision, maintain head counts, and ensure children's safety at all times, including outings.

- Support children's health needs, including allergies, medication, hygiene, nutrition, and first aid/CPR response as required.
- Maintain required documentation, records, and program materials in accordance with legislation and agency policies.
- Demonstrate professionalism, follow all policies and ethical standards, maintain confidentiality, and participate in ongoing learning and training.
- Support and mentor students, volunteers, and staff as appropriate.

To be successful in this role, you will:

- Be a registered member in good standing with the College of Early Childhood Educators.
- Hold an Early Childhood Education Diploma or Degree from a recognized college or university, or equivalent qualifications.

You bring:

- A minimum of 1 year experience in a licensed childcare setting, working with relevant age groups.
- Experience implementing emergent curriculum and Ontario's early years frameworks, including *How Does Learning Happen?* and *ELECT*.
- A commitment to confidentiality, ethical standards, and professional boundaries.
- The ability to lift up to 40 pounds.

You demonstrate:

- The ability to plan an engaging emergent curriculum aligned with *How Does Learning Happen?* and *ELECT*.
- Strong knowledge of CCEYA and ensures ongoing compliance with regulatory requirements, including ratios, qualifications, and documentation.
- Effective behaviour guidance and group management.
- The ability to build and maintain positive relationships with families and colleagues.

The selected candidate must hold a valid Standard First Aid & CPR 'C' certification and a current and satisfactory Police Vulnerable Sector Check prior to employment.

What We Offer

At Children's Village of Ottawa-Carleton, we believe the quality-of-care children receive is directly connected to how supported and valued our employees feel. That's why we've built a **workplace culture rooted in trust, respect, collaboration, and growth. where your wellbeing matters and your contributions are recognized.** We offer a comprehensive total rewards package designed to support both your professional and personal life, including:

- Vacation starting at 3 weeks per year, growing to 5 weeks with tenure
- 5 paid personal leave days per year
- 18 paid sick days per year
- Health and dental benefits and RRSP with employer matching
- Paid CECE membership after 1 year and free in-house Standard First Aid & CPR training
- Fully funded professional development and leadership growth opportunities

Most importantly, you'll be part of a team that genuinely cares, where collaboration is at the heart of how we work, and every team member plays a meaningful role in creating positive, lasting experiences for the communities we serve.

Recruitment Process & Accessibility

Children's Village of Ottawa-Carleton is committed to building a diverse, equitable, and inclusive workplace where all individuals feel respected, valued, and empowered to contribute. We welcome applications from people of all backgrounds, identities, and lived experiences, including, but not limited to, Indigenous, Black, and racialized individuals, persons with disabilities, members of the 2SLGBTQIA+ community, and those from diverse cultural and linguistic communities.

We are committed to providing an accessible and barrier-free recruitment process. Accommodations are available at every stage of hiring in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please let us know if you require accommodation in advance and we will work with you to meet your needs.

Candidates identified as a strong fit will be invited to participate in an initial screening call. Successful candidates will then advance to the interview stage. To learn more about the recruitment process, [visit our Careers page](#).

- **Application Deadline:** May 18, 2026
- **How to Apply:** Submit your resume and cover letter to Melissa Anson, Manager, Group Care Programs, at careers@childrensvillage.on.ca.

Apply today and join an organization that has been supporting children and families in Ottawa for generations. It takes a village to raise a child: come be a part of ours!