



Program Assistant

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

Location: Thos. McDowell Early Learning Centre - 159 Lorry Greenberg Dr., Ottawa, ON, K1T 3J6

Salary: \$22.14/hour + 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

As a Program Assistant, you will support RECEs in delivering a high-quality program of education and care for children in a group setting. Your work will reflect the principles of *Early Learning for Every Child Today (ELECT)* and Ontario's pedagogy for the early years, *How Does Learning Happen?*, and will align with the requirements of the Child Care and Early Years Act. You will collaborate in the planning, implementation, and evaluation of developmentally appropriate programming that supports children's learning and developmental goals through active engagement, exploration, play, and inquiry. You will also contribute to a positive, inclusive environment for children and families, while maintaining confidentiality at all times.

This posting reflects two current opportunities within our team and reports to the Program Supervisor.

What You'll Do

- Support RECEs in planning, implementing, and evaluating inclusive, play-based learning environments.
- Assist in delivering emergent curriculum aligned with *How Does Learning Happen?* and *ELECT*, including contributing to observation and documentation.
- Actively supervise children, supporting ratios, safety procedures, and emergency protocols at all times.
- Build caring, responsive relationships with children and families, fostering a sense of belonging, well-being, and inclusion.
- Support positive behaviour guidance strategies to help children develop self-regulation, social skills, and problem-solving abilities.
- Maintain a safe, healthy, and inclusive environment in compliance with the Child Care and Early Years Act, public health requirements, and organizational policies.

- Support daily routines, including meals, transitions, and program activities, ensuring children's needs are met throughout the day.
- Contribute to record-keeping, including daily logs, observations, and required documentation.
- Participate in team meetings, professional learning, and ongoing collaboration.
- Uphold duty to report obligations and maintain strict confidentiality at all times.

To be successful in this role, you will:

- Hold a High School Diploma or equivalent.
- Hold an Early Childhood Assistant Diploma from an accredited College or equivalent qualifications, preferred.

You bring:

- Experience in a licensed childcare setting, working with relevant age groups.
- A commitment to confidentiality, ethical standards, and professional boundaries.
- The ability to lift up to 40 pounds.

You demonstrate:

- The ability to support the delivery of emergent, play-based learning aligned with *How Does Learning Happen?* and *ELECT*.
- Awareness of health, safety, and regulatory requirements for maintaining a safe, compliant learning environment,
- Effective behaviour guidance and group management.
- The ability to build positive relationships with children and families.

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 4 weeks per year, growing to 6 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:** June 15, 2026
- **How to Apply:** Submit your resume and cover letter to Brianna Malloy, Human Resources Generalist 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!