



The HUB Child & Family Centre
Job Posting
Child Care Assistant

Position Summary:

The HUB Child & Family Centre (The HUB) has served the children and families of Prince Edward County since 1989. As a Child Care Assistant you will report to HUB Supervisors/Managers and assist our Registered Early Childhood Educators in our licensed child care programs. Ideal candidates will be pursuing education in a child-related field, love to be physically and mentally challenged and, appreciate the uniqueness and individualism of children. The role will be a position within The HUB and could require travel to various program locations throughout Prince Edward County. Mileage will be compensated when travel between programs is necessary.

We offer an excellent benefit package and an optional RRSP matching program for full/part-time staff after a successful 3-month probation period.

Hours of Work: Monday through Friday – Full-Time/Part-Time

Wage: Starting at \$18.22 per hour + \$2.00 Wage Enhancement Grant (WEG) per hour

Duties & Responsibilities:

- Assist educators with daily programming such as set up, clean up, snack time and play-based learning.
- Assist educators in the supervision of children.
- Exhibit professionalism when interacting with children and their families.
- Communicate with children and their caregivers in a friendly and supportive manner.

Requirements:

- Must be 18 years of age or older.
- Child care related work experience an asset.
- Clear Vulnerable Sector Check.
- Up-to-date immunizations as required by Southeast Public Health.
- Up-to-date First Aid/CPR-C Certification an asset.
- Must be dependable, flexible, and able to work effectively in a team environment.
- Strong communication skills, both oral and written.
- Reliable transportation required, valid Ontario Driver's license and dependable vehicle an asset.

Please submit resume with cover letter to Katherine Jenner at katherinej@thehubcentre.ca

The HUB is an equal opportunity employer and does not discriminate in employment on the basis of race, colour, religion, sexual orientation, marital status, disability or age. We sincerely appreciate all applicants for their interest in this position only those selected for an interview will be contacted.

