

PMFRC Employment Opportunity Children's Services Resource Staff

Department	Children's Services Team
Position	Resource Staff
Contract Details	Full-Time Term Contract Ending August 2026
Work Schedule	Monday-Friday 32.5 hours Per Week
Salary/Benefits	\$21 /hour 6% vacation on each pay
Language Required	English Mandatory; French an asset
Number of Positions	One (1) position
Immediate Supervisor	Daycare Supervisor
Screening Required	Enhanced Reliability, Criminal Record, Vulnerable Sector, IS Security Procurement

Who We Are

The Petawawa Military Family Resource Centre (PMFRC) is a non-profit organization with the responsibility of addressing the needs of military families. We provide programs and services that serve, involve, and advocate for our military community, its members and families, and address the unique military lifestyle challenges, resulting in an enhanced quality of life. The PMFRC envisions a community of strong, capable, resilient Canadian Armed Forces families. For more information on who we are, please visit us at [https://cfmws.ca/petawawa/petawawa-military-family-resource-centre-\(pmfrc\)](https://cfmws.ca/petawawa/petawawa-military-family-resource-centre-(pmfrc)).

The Role

Under the direction of the Childcare Service Program Supervisor and Integration Services, the Resource Staff will be responsible to assist regular program staff with the daily responsibilities required for successful integration of children with special needs. The Resource Staff must be creative, flexible, enthusiastic, and enjoy working with children. Direct interaction with the children in all areas of the program and its activities is required.

Desired Knowledge, Education and Experience

- Grade 12 Diploma or equivalent.
- Early Childhood Education diploma and membership with the College of Early Childhood Educators is considered an asset.
- Recent experience in a licensed childcare setting is considered an asset.
- Understanding of, and ability to apply "How Does Learning Happen" Ontario's Pedagogy for the Early Years as a professional learning opportunity.
- Familiarity with all legislation according to the Child Care and Early Years Act of Ontario to ensure complete compliance with respect to Ministry Standards.

Core Competencies and Behaviours

- Believes in and practices the mission and goals of the PMFRC with a thorough understanding of Canadian Armed Forces communities.
- High degree of personal initiative and ability to work flexible hours.
- Sensitivity and tact in dealing with people and able to effectively collaborate with community partners.
- Exhibit characteristics of warmth, empathy, humour, and a non-judgmental philosophy of care and strong understanding and application of ethical principles.
- Able to be energetic, resilient and maintain a sense of humour when personal resources are challenged.
- Ease of working with IT tools (Office Suite, Internet, MS Teams, WebEx, and Zoom etc).
- Strong organizational skills and the ability to work well both independently and in a collaborative team environment.

Special Requirements

- Adhere to all PMFRC policies and procedures including policies regarding privacy code and confidentiality.
- Participate/ assist with all special events when required.
- Provide proof of any applicable registration with the respective regulatory body if applicable.
- Occasional extended workday and/or occasional evening or weekend as required.
- Ability to provide a clear criminal record check, obtain an enhanced reliability security clearance, and vulnerable sector screening (current within 6 months).
- Valid Driver's license with access to a reliable vehicle for work related travel and requisite driver's insurance.
- Travel within the County of Renfrew.

If you wish to become a member of our team, please submit both a cover letter and resume in a Word or PDF format; clearly demonstrating how you meet the required qualifications stated above. Please include your daytime contact number and email address.

Posting Date: **2 December 2025**

Closing Date: 15 December 2025

Potential Start Date: January 2026

If you wish to become a member of our team, please submit both a cover letter and resume via email, mail or drop off at our North Side office location; clearly demonstrating how you meet the required qualifications stated above. Please include your daytime contact number and email address.

For more information contact: HR Administrative Assistant
 10-16 Regalbuto Ave, Petawawa ON K8H 1L3
HR-Recruitment@PetawawaMFRC.com

PMFRC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. More information on our Accessibility can be found on our website at this [link](#).

We thank all applicants for their interest, however, only those selected for an interview will be contacted.