

PMFRC Employment Opportunity - Children's Services Educator

Department	Children's Services Team
Position	Before and After School Educator
Contract Details	Part-time Indefinite Contract
Work Schedule	25.5 Hours per Week Monday-Friday 6:30am-9:00am 3:00pm-5:00pm Additional hours available on a call-in basis as Supply
Salary/Benefits	Non-ECE - \$20.55/hour or RECE - \$24.86/hour 6% vacation on every pay
Language Required	English Mandatory; French an asset
Number of positions	One (1) position
Probation	Six (6) Months
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 Head Educator, Educator will be responsible to support the delivery and facilitation of the day-to-day operations of the PMFRC Day Care / Nursery School programs as applicable. Duties may also include assisting with programs intended for facilitating children's development (including social, emotional, physical and intellectual). The Educator 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 essential.
- Minimum two (2) years recent experience in a licensed childcare setting is essential.
- 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

- Shall not either during the term of the employment contract, or any time thereafter, disclose to any person, unless required by law, any confidential information concerning patrons, clients, customers, volunteers, or other employees of the PMFRC, or the business affairs or the financial positions of the PMFRC.
- Adhere to the PMFRC Professional Code of Ethics and Standards of Practice, Governance and Operational Policies, and the PMFRC Privacy Code.
- Ensure compliance with all Fire and Occupational Health and Safety regulations and ensure the priority of staff / client safety is paramount to the day to day operations of the PMFRC.
- Consider and alert to management any risk related issues within your departmental/program area.
- Attend all mandatory staff workshops, training, and program planning meetings to assist in creating a comprehensive overall MFRC program.
- Exchange information, ideas and assistance to enhance PMFRC programs and to solve challenges.
- 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.
- Assist in maintaining the organization and cleanliness of all common areas.
- Perform all other duties assigned by the Daycare Supervisor, Children's Services Manager, or Executive Director.
- Ensure Executive Director is advised of any issues and trends that may impact the PMFRC.

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: **03 December 2025**

Closing Date: **17 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.