

PlayTroop Early Childhood Specialist

Department	Children's Services Team
Position	Early Childhood Specialist
Contract Details	Term Contract/ Full Time Ending September 2026
Work Schedule	37.5 Hours per week Monday-Friday 8:00am-4:00pm (occasional evenings & weekends will be required)
Salary/Benefits	\$22.00–\$26.00 RECE Required *6% Vacation pay *RRSP Matching
Language Required	English Mandatory; French a strong asset
Number of positions	One (1) position
Probation	Six (6) Months
Immediate Supervisor	Private Home 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>.

The Role

The Early Childhood Specialist reports to the Private Home Daycare Supervisor and is responsible to provide onsite instructional activities and quality programming that promotes positive parenting, healthy infant and children development to support family cohesion whilst providing the optimal development of infants and children's activities (0-6). Direct interaction with the children in all areas of the program and its activities is required. The Early Childhood Specialist creates and leads a supportive, nurturing learning environment that encourages motivation for the children and their parents.

Desired Knowledge, Education and Experience

- Grade 12 Diploma or equivalent
- Diploma in Early Childhood Education; OR Diploma in Social Sciences; OR Equivalent job experience and training
- Registration and good standing with the College of Early Childhood Education is mandatory
- First Aid/CPR Certification is required
- Knowledge of Ontario's Pedagogy for the Early Year – How Does Learning Happen is considered an asset
- Minimum two (2) years' recent experience in the early childhood education, or early learning sector, or human services
- Minimum two (2) years' experience in childcare programming

Responsibilities

Primary

- Ensure the delivery of a quality program that provides a positive educational environment to enhance the social, emotional physical and cognitive growth of each participant.
- Establish a positive relationship with both the children and the parents (understanding, recognizing, and supporting differing family lifestyles).
- Perform light housekeeping duties.
- Ensure the facility and all equipment and toys are kept in good repair and disinfected on a regular basis.
- Facilitate a wide variety of early childhood programming with special activities both structured and unstructured (in person and virtually).
- Ensure the four foundations of well-being, engagement, expression, and belonging are the basis of the program using “How does Learning Happen?” Ontario’s pedagogy for the early years.
- Develop and maintain professional linkages with like-minded community organizations through relevant committee work and partnerships.
- Collaborate in the development of outcome plans and activities.
- Work effectively within both an inter-disciplinary team and in a self-directed environment.
- Work with persons from diverse backgrounds and personalities, motivate and problem solve as required.
- Ensure confidentiality for program participants.
- Ability to be well organized and to balance multiple priorities and attention to detail.
- Ensure the program meets and/or exceeds all applicable federal/provincial regulations and requirements.
- Participate in the business planning and strategic planning processes as required.

Secondary

- Be responsive to meeting the needs of the community based on participant feedback and community needs, in collaboration with the EFCA Coordinator and/or Children’s Services Manager.
- Create and maintain a positive, cooperative team environment with the Children’s Services Team
- Involve and work with volunteers in all areas of the Early Childhood program and services.
- Undertake any secondary tasking and responsibilities deemed necessary for the efficient operation of the organization, its programs and/or services
- Plan and participate in relevant continuing education and professional development in keeping with relevant professional body requirements.

Posting date: 24 November 2025

Closing date: 09 December 2025

Potential Start date: January 2026