

PMFRC Employment Opportunity

Head Educator

Department	Children’s Services Team
Location	Petawawa Military Family Resource Centre (PMFRC) <i>(Petawawa Ontario is in Eastern Ontario, 170 kilometers northwest of Ottawa)</i>
Position Type	Term Contract: 1 year 6% vacation pay on every pay
Work Schedule	37.5 hours per week Monday – Friday 6:00 – 5:00 (Occasional Evenings will be required)
Salary	\$25.40 + \$2.00 wage enhancement when applicable
Immediate Supervisor	Daycare Supervisor
Language Requirement	English Mandatory; French a Strong Asset
Screening Requirement	Criminal Record & Vulnerable Sector Screening

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 support, engage, and advocate for military members and their families, addressing the unique challenges of military 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(s)

Under the direction of the Children’s Services Coordinator, the Head Educator will be responsible for the delivery, administration, and facilitation of the day-to-day operations of PMFRC Childcare Services. Duties may also include assisting with programs intended to facilitate children’s development (including social, emotional, physical, and intellectual development). The Head 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.

Qualifications and Experience Requirements

- Grade 12 diploma or equivalent.
- Early Childhood Education diploma and membership with the College of Early Childhood Educators.
- A minimum of two (2) years of recent experience in a licensed childcare setting is essential.
- Supervisory experience within a licensed childcare setting is mandatory.
- 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 under the Child Care and Early Years Act of Ontario to ensure full compliance with 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 the ability to work flexible hours.
- Sensitivity and tact in dealing with people, and the ability to effectively collaborate with community partners.
- Exhibits characteristics of warmth, empathy, humour, and a non-judgmental philosophy of care, with a 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.
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Conditions of Employment

- Adhere to all PMFRC policies and procedures, including those related to privacy, code of conduct, and confidentiality
- Participate in and assist with special events as required
- Provide proof of any applicable registration with the respective regulatory body, where applicable
- Ability to provide a clear Criminal Record Check, obtain an Enhanced Reliability Security Clearance, and provide a Vulnerable Sector Screening (current within six months)
- Hold a valid driver's licence with access to a reliable vehicle for work-related travel, including appropriate driver's insurance
- Ability to travel within the County of Renfrew
- Demonstrated understanding of Canadian Armed Forces communities, systems, and policies to effectively support families in accessing appropriate services and resources

Posting Date: 2 March 2026

Closing Date: 16 March 2026

Potential Start Date: April 2026

If you wish to become a member of our team, **please submit both a cover letter and resume in a Word or PDF format.** Please include your daytime contact number and email address. Should you require accommodation during the selection process, please let the HR Generalist know.

For more information contact:

Administrative Assistant - HR

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. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Job advertisements for positions that have been designated bilingual will be provided in both English and French. Positions that are not designated bilingual are not translated and are displayed in English only.

The information provided from this competition and the results from this competition may be used to fill other similar positions as a result of internal transitions, or other similar permanent or temporary short-term contracts. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the PMFRC Privacy Policy.

