

PMFRC Employment Opportunity

Early Childhood Specialist

Department	Children's Services Team
Location	Petawawa Military Family Resource Centre (PMFRC) (Petawawa Ontario is in Eastern Ontario, 170 kilometers northwest of Ottawa)
Position Type	▪ Indefinite Full-time Contract to start: ▪ Health Benefits: life insurance, disability insurance and accidental death and dismemberment coverage. ▪ RRSP – 2% matching RRSP after one (1) year of employment ▪ Work/Life Balance – Paid Leave (vacation, family related, and sick leave).
Work Schedule	37.5 hours per week
Salary	\$ 26.00
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)

The Early Childhood Specialist reports to the Private Home Daycare Supervisor and is responsible for providing onsite instructional activities and high-quality programming that promote positive parenting and healthy infant and child development (ages 0–6). This role supports family cohesion while fostering optimal developmental outcomes through age-appropriate activities. The Early Childhood Specialist engages directly with children across all areas of the program and its daily activities and creates a supportive, nurturing learning environment that encourages motivation, engagement, and learning for both children and their parents.

Qualifications and Experience Requirements

- 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 Educators is mandatory.
- First Aid and CPR certification is required.
- Knowledge of Ontario's Pedagogy for the Early Years, How Does Learning Happen?, is considered an asset.
- A minimum of two (2) years of recent experience in early childhood education, early learning, or the human services sector.
- A minimum of two (2) years of experience in childcare programming.

Primary Responsibilities:

- Ensure the delivery of a quality program that provides a positive educational environment and enhances the social, emotional, physical, and cognitive growth of each participant.
- Establish positive relationships with children and parents, demonstrating understanding of and support for diverse family lifestyles.
- Perform light housekeeping duties.
- Ensure the facility, equipment, and toys are maintained in good repair and disinfected on a regular basis.
- Facilitate a wide variety of early childhood programming, including structured and unstructured activities, both in person and virtually.
- Ensure the four foundations of well-being, engagement, expression, and belonging form the basis of the program, using How Does Learning Happen? Ontario's Pedagogy for the Early Years.
- Develop and maintain professional linkages with community organizations through relevant committee work and partnerships.
- Collaborate in the development of outcome plans and program activities.
- Work effectively within both an interdisciplinary team and a self-directed work environment.
- Work with individuals from diverse backgrounds and personalities, motivating and problem-solving as required.
- Ensure confidentiality for all program participants.
- Demonstrate strong organizational skills, attention to detail, and the ability to balance multiple priorities.
- Ensure programs meet and/or exceed all applicable federal and provincial regulations and requirements.
- Participate in business planning and strategic planning processes as required.

Secondary:

- Respond to community needs based on participant feedback and identified priorities, in collaboration with the EFCA Coordinator and/or Children's Services Manager.
- Create and maintain a positive, cooperative team environment within the Children's Services Team.
- Involve and work with volunteers in all areas of early childhood programs and services.
- Undertake additional tasks and responsibilities as required for the efficient operation of the organization, its programs, and services.
- Plan and participate in relevant continuing education and professional development in accordance with professional body requirements.

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: 10 September 2026 Closing Date: 24 September 2026

Potential Start Date: October

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.

