

PMFRC Employment Opportunity

Part-Time Resource Staff

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	<ul style="list-style-type: none"> ▪ Part-Time: 18 month term Contract ▪ 6% Vacation pay on every pay. ▪ RRSP – 2% matching RRSP after one (1) year of employment
Work Schedule	20 hours per week Monday – Friday (Occasional Evenings will be required) 6:30am-9:00am
Salary	\$21.00
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)

Under the direction of the Childcare Service Program Supervisor and Integration Services, the Resource Staff supports regular program staff in carrying out the daily responsibilities required to ensure the successful inclusion and integration of children with special needs. The Resource Staff is expected to be creative, flexible, and enthusiastic, with a genuine enjoyment of working with children. This role requires direct interaction with children across all areas of the program and its daily activities.

Qualifications and Experience Requirements

- Grade 12 diploma or equivalent.
- Early Childhood Education (ECE) diploma and current membership with the College of Early Childhood Educators (CECE) are considered an asset.
- Recent experience in a licensed child care setting is considered an asset.
- Demonstrated understanding of, and ability to apply, How Does Learning Happen? Ontario's Pedagogy for the Early Years as a professional learning framework.
- Knowledge of, and familiarity with, applicable legislation under Ontario's Child Care and Early Years Act, ensuring compliance with Ministry of Education standards.

Core competencies and Behaviours

- Demonstrates commitment to and actively practices the mission and goals of the PMFRC, with a strong understanding of Canadian Armed Forces communities.
- Exhibits a high degree of personal initiative and flexibility, including the ability to work varied hours as required.
- Demonstrates sensitivity and tact when working with individuals and collaborates effectively with community partners.
- Exhibits warmth, empathy, humour, and a non-judgmental philosophy of care, with a strong understanding and application of ethical principles.
- Maintains energy, resilience, and a positive sense of humour when navigating challenging or demanding situations.
- Comfortable and proficient in the use of IT tools, including Microsoft Office Suite, internet-based platforms, MS Teams, WebEx, and Zoom.
- Demonstrates strong organizational skills and the ability to work effectively both independently and as part of a collaborative team.

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: 20 January 2026

Closing Date: 03 February 2026

Potential Start Date: February 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.

