



Leanna Neault  
Supervisor  
19 Market Street  
Hornell Heights, ON P0H 1P0  
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### **Job Posting**

Please apply with resume and cover letter to Leanna Neault in person or by email at:  
[Leanna.Neault@forces.gc.ca](mailto:Leanna.Neault@forces.gc.ca)

### **Job Title**

Registered Early Childhood Educator or Equivalent

### **Qualifications**

- Awareness of developmental needs of children ages 18 months – 12 years
- Flexibility and dependability
- Ability to work in a team environment

### **Responsibilities**

- Able to organize and implement a developmental appropriate curriculum
- Able to meet the needs of individual children
- Excellent oral and written communication skills
- Maintain a high standard of cleanliness

### **Additional Requirements**

- Criminal Reference Check with Vulnerable Sector Screen
- Updated immunization records
- First Aid/CPR C Certificate
- RECE

### **Position Term**

Full Time Contract

Salary 16.15 per hour + 2.00 wage subsidy, totalling 18.15 per hour

### **Job Summary**

The Little Wings Childcare Centre is located at 22 Wing North Bay. The Centre is a provincially licensed centre which provides childcare to Canadian Forces personnel and their families. The Educator is responsible for designing and implementing the curriculum as per the ELECT document.

### **Job Duties**

1. Maintain regular attendance and punctuality.
2. Promote children's individual development while maintaining their self-esteem.
3. Report any concerns, accidents, illnesses or serious occurrences to the Coordinator within a limited time frame.
4. Ensure operational policies and procedures are implemented according to licensing and regulatory requirements.
5. Recognize and respect family childrearing practices and their culture.
6. Maintain accurate records and report any deficiencies.
7. Communicate with staff about children's individual needs such as allergies.
8. Communicate with staff about upcoming special events.
9. Ensure that cleanliness of the school age classroom while monitoring the supplies needed.
10. Attend regular monthly staff meetings while contributing to the ongoing operation of the Centre.
11. Maintain a professional attitude, and behaviour.