



ECE Summer Program Assistants

Casual · Full-time · Non-unionized

Are you between the ages of 18 and 30? Are you looking to gain experience working in the child care sector? Andrew Fleck Children’s Services (AFCS) is hiring ECE Summer Program Assistants to work in our Childcare Programs! As a Summer Program Assistant, you will be supporting Early Childhood Educators and ECE Assistants in providing nurturing care and developmentally appropriate education to meet the needs of children in a group setting within a safe and healthy environment.

37 POSITIONS AVAILABLE AT VARIOUS ANDREW FLECK CHILDREN’S SERVICES SITES

These positions are dependent on receiving funding through Canada Summer Jobs (CSJ), an initiative to help youth gain job skills and experience. Maximum age requirement for candidates to be eligible for the CSJ program is 30 years of age. Note that employees working in childcare centres must be at least 18 years of age. Applicants must also be a Canadian citizen or Permanent Resident.

- Available from: May 2025 to September 2025 (Variable start and end dates)
- Salary: \$19.20 per hour + 4% vacation pay
- Hours: 35 hours per week
- Location: Various Child Care locations:

Alta Vista Program	Alta Vista Nursery School	Bettye Hyde Program
Capital Program	Carleton Heights Program	Charles Hulse Program
Colonel By Program	Fifth Ave Program	First Ave Program
George St Program	Hopewell Program	Mooney’s Bay Program
Mutchmor Program	Overbrook Program	Riverview Program
Riverside Park Nursery School	Stittsville Program	Sunflower Program (Bilingual)
Tunney’s Program (Bilingual)	Wellington Program	

- Closing date: April 18th, 2025
- Apply: E-mail: hrrecruiting@afchildrensservices.ca

PLEASE SPECIFY YOUR LOCATION OF INTEREST IN YOUR COVER LETTER AND/OR SUBJECT LINE.

What Andrew Fleck Children’s Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Meet children’s needs for continuance of care, routines and education in the absence of regular caregiver
- ✓ Implement program plans daily as established or modified
- ✓ Help set up areas for planned activities and provide a welcoming and nurturing environment
- ✓ Observe children’s behaviour and level of participation and advise supervisor of observations, concerns and suggestions if requested
- ✓ Attend to physical needs of children
- ✓ Assist in maintaining a healthy and safe environment
- ✓ Ensure positive communication with parents

To qualify for this role you have...

- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Current Standard First Aid and CPR certification (cannot be expiring before September 2021)
- ✓ Immunization records (TDP, MMR, TD current in last 10 years)
- ✓ Previous experience assisting in early learning and care environments or working directly with children
- ✓ Demonstrate understanding of licensed group care environment
- ✓ Proven ability to work closely with other team members
- ✓ Sensitivity and respect for individual and cultural differences
- ✓ Adequate energy level and ability to meet the physical demands of the job

It would be an asset if you had...

- ✓ Early Childhood Education diploma or degree from a recognized college or university or equivalent education
- ✓ Fluency in both official languages (French & English)

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

