



JOIN THE ANDREW FLECK FAMILY!

ECE Assistant

Temporary · Part -Time · Unionized

Andrew Fleck Children's Services is hiring an ECE Assistant! In this role you will assist the Early Childhood Educators (RECE) in providing a nurturing, developmentally appropriate, healthy, and safe environment to meet the needs of children in the group setting.

Available from: October 6th, 2025 through to March 27th, 2026
Salary: \$23.65 to \$26.85 per hour
Hours: 15 hours per week; shifts from 2:30 pm-5:30 pm
***7 hours on PA and non-school days**
Location: Mutchmor Child Care Program, 185 Fifth Ave, Ottawa, ON
Closing date: October 3rd, 2025
Apply: E-mail a copy of your resume to hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary above market rate
- ✓ Comprehensive benefits package including 3 weeks of vacation & Benefits plan through Canada Life
- ✓ 10 days of sick leave per year and 9 days of special leave, including 2 personal days
- ✓ 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 workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ 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 a regular caregiver
- ✓ Implement program plans daily
- ✓ Observe children's behaviours and levels of participation
- ✓ 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...

- ✓ Previous experience assisting in early learning and care environments or working directly with children
- ✓ Valid Drivers License and access to a car
- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Current Standard First Aid and CPR certification
- ✓ Demonstrate understanding of a licensed group care environment
- ✓ Proven ability to work closely with other team members
- ✓ Sensitivity and respect for individual and cultural differences
- ✓ Adequate energy and ability to meet the physical demands of the job
- ✓ Early Childhood Education diploma or degree from a recognized college or university or other equivalent education (would be an asset)
- ✓ An additional language (would be an asset)

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

APPLY TODAY!