



## ECE Assistant, Ottawa Forest and Nature School (OFNS)

Permanent · Full-Time · Unionized

Andrew Fleck Children's Services is looking to hire an ECE Assistant for our OFNS Program. 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:** September 29<sup>th</sup>, 2025  
**Salary:** \$23.65 to \$26.85 per hour (Annual- \$46,117.50 to \$52,357.50)  
**Hours:** 37.5 hours per week, 7.5 hours per day, 8:30 am to 4:30 pm  
**Location:** Ottawa Forest & Nature School, 411 Corkstown Road, Ottawa, ON  
**Closing date:** September 12<sup>th</sup>, 2025  
**Apply:** E-mail: [hrrecruiting@afchildrensservices.ca](mailto:hrrecruiting@afchildrensservices.ca)

### About initiative

We define 'Forest and Nature School' as an ethos and practice that includes regular and repeated access to the same natural space, which supports a pedagogical framework of play-based, emergent, and inquiry-driven learning. Our employees foster meaningful connections to the outdoors for children through innovative programs and transformative learning experiences.

### What Andrew Fleck Children's Services offers...

- ✓ Competitive salary above market rate
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of salary
- ✓ 18 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
- ✓ Weekly scheduled off floor – non-contact time to prepare for programming and connections with families
- ✓ 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
- ✓ 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](mailto:hrrecruiting@afchildrensservices.ca)

