



Training Development Assistant

Bachelor of Early Learning & Community Development Student Placement

Join Andrew Fleck in the role of Training Development Assistant! In this role, you'll enhance the onboarding and development of Supply Educators through improved orientation, training resources, and coaching strategies. This position involves assessing training needs, supporting program tools and implementation, and collaborating with staff to strengthen program quality and communication.

This is a 14-week placement opportunity. The first 6 weeks are unpaid and the last 8 weeks are paid. To be eligible for these placements, you must be currently enrolled in 3rd year of the Bachelor of Early Learning and Community Development Program at Algonquin College.

Available from:	May 11 th , 2026 to August 14 th , 2026
Salary:	\$20.77 per hour + 4% vacation pay (<u>The first 6 weeks are unpaid and the last 8 weeks are paid</u>)
Hours:	35 hours per week
Location:	Head Office, 700 Industrial Avenue
Closing date:	April 7 th , 2026
Apply:	E-mail: hrrecruiting@afchildrensservices.ca

In this role you will...

- ✓ Review and recommend changes for the orientation of new Supply Educators to enhance early learning knowledge, team communication and program support
- ✓ Create interview tool to meet with Supply educators and Program Coordinators
- ✓ Assess training gaps with existing Supply Educators- site observations, meetings and interviews with staff & PCs
- ✓ Research trainings for Supply Educators and create a folder of virtual training options and training resources for Supply Educators and new RECEs and ECE Assistants onboarding with AFCS
- ✓ Recommend coaching plans to support new hires. Analysis with cost breakdown to implement
- ✓ Support new implementation of ECE assistant Floater tool to track absence coverage with PowerSchool
- ✓ Track implementation with sites from June to August. Assess results in collaboration with HR Assistant
- ✓ Support with folder clean up, licensing documentation clean up

To qualify for this role you have...

- ✓ Registered in 3rd year of the Algonquin, Bachelor of Early Learning and Community Development Program
- ✓ Clear Police Record Check (Vulnerable sector) completed in the last 6 months
- ✓ Strong knowledge of early learning pedagogy, previous experience and understanding of working in a licenced early learning group childcare environment.
- ✓ Strong research skills, interviewing skills
- ✓ Knowledge of pedagogy and CCEYA
- ✓ Strong focus and attention to detail
- ✓ Strong computer skills, specifically MS Word, Excel, and previous experience or an aptitude for database software, Joftform, Canva
- ✓ Excellent interpersonal communication skills, written and verbal to maintain internal and external customer relationships
- ✓ Ability to be sensitive to others, respects individual and cultural differences

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!