



Registered Early Childhood Educator (RECE)

Permanent Full-time (Existing Vacancy)

Reporting to Daycare Manager

Alderville First Nation Daycare

**PERMANENT
FULL-TIME @ 35 HOURS
PER WEEK**

Normal Work Hours:

**8-hour daily shifts
between
7:30am & 5:00pm**

Salary:

Start Rate - **\$25.28 to
\$27.40 per hour***

*While Alderville First
Nation Salary Grid will
apply – **start rate will be
commensurate with
experience.**

Benefits:

-  Paid Vacation!
-  Paid time off over
Holiday Shutdown!
-  14 Statutory
Holidays!
-  Paid Sick Leave!
-  Group Health &
Dental Benefits
including Long-term
Disability (LTD) and
Employee Family
Assistance Program
(EFAP)!
-  Pension Plan with
Employer Match!

JOB SUMMARY:

The Alderville First Nation Day Care is recruiting for a kind and caring **Registered Early Childcare Educator (RECE)** responsible for providing educational programming and other learning activities for the children and to assist them with their personal needs.

KEY JOB FUNCTIONS:

- Collaborates closely with all other members of the Child Care Program Team to provide nurturing care and education to young children in a group setting.
- Works in accordance with the goals and curriculum plans of the Child Care Centre as well as the philosophy and policies of the Centre and in compliance with the Early Years and Child Care Act.

Responsibilities:

- Provides in and out of daycare learning for children ensuring that the program always operates in compliance with all childcare licensing standards.
- Ensures constant supervision, safety, and well-being of the children - both one on one and group basis.
- Recognizes and responds to the needs of each child by using developmentally appropriate teaching and child behavior management techniques.
- Shares in the responsibility for planning, preparing, and implementing stimulating, age-appropriate activities that encourage children's creativity and learning; promotes each child's social, emotional cognitive and physical development.
- Participates fully and consistently as a conscientious team member in care for the children and in the overall operation of the program and Centre; maintains regular and open communication with co-workers.
- Establishes and maintains regular communication with parents.
- Observes and records relevant information on each child's progress as required.

Personal Care:

- Assists children in learning and appreciating their personal care needs; assists children with personal hygiene, medical and behavioural needs.
- Responsible for maintaining program equipment in good repair; assists with toy/equipment disinfecting.
- Responsible for maintaining organized and clutter-free play environments and storage areas.

Related and other duties:

- Attends staff/program meetings as required.
- Participates in ongoing professional development and attends/maintains all mandatory training.
- Assists in the administration of first aid as required; participates in Fire Drills and other emergency procedures as necessary.
- Participates in the supervision, training and mentoring of students and on-call staff.
- Current Criminal Reference Check and Vulnerable Sector Search required (if position is offered).

MINIMUM QUALIFICATIONS:

- Must possess an Early Childhood Education (ECE) Diploma and be registered with the College of Early Childhood Educators (RECE).
- Recent field placement experience (within the last year) and/or a minimum of one year of prior experience working with children in a daycare setting.
- Valid certification in CPR and First Aid.
- Up-to-date immunization records.
- Current Criminal Reference Check, including a Vulnerable Sector Search (required upon offer of employment).

PREFERRED EXPERIENCE:

- Familiarity with emergent curriculum and *How Does Learning Happen?*.
- A strong appreciation for and empathy toward the needs of young children.
- Must have good oral & written communication skills, interpersonal skills.
- Proven ability to maintain confidentiality.
- Basic computer skills working with Windows, Word, Excel and Internet applications.
- Knowledge of Ojibwe culture and First Nation communities is considered an asset.
- A valid Class G driver's license and/or access to reliable transportation to attend offsite training as required.

**** For full job description, contact Human Resources****

DEADLINE TO APPLY: **Friday, August 7th, 2026.**

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors). Written letters of reference will also be accepted.

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 254
Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. *Applicants must meet the minimum qualifications outlined to be considered for an interview.* Only those applicants selected for an interview will be contacted. **AFN does not utilize AI to screen candidates.**

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

The Chief & Council retain the right to make the final decision on the selection of the successful candidate.

