



JOB POSTING

SAUGEEN FIRST NATION

Day Care Classroom Assistant

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| Program: | Day Care |
| Reports To: | Day Care Manager, Site Supervisor |
| Term of Employment: | 1 Year Contract, Maternity (Full-Time) |
| Wage: | \$19.35 (+ \$2.00 gov't wage enhancement, on floor only) |
| Hours of Work: | Up to 35hrs per week |

JOB PURPOSE

Assisting regular program staff through lunch and sleep routines and assisting with programming preparation and delivery.

KEY DUTIES AND ACCOUNTABILITIES

- Abide by the requirements set out in the *Child Care and Early Years Act*
- Provide classroom relief for Early Childhood Educators for scheduled breaks
- Assist with the transition times throughout the day for arrival, outdoor play, lunch, and departure
- Washroom and diapering routine
- Assist/preparing with serving and monitoring snacks and lunch
- Overseeing rest periods
- Assist with classroom organization
- Help with preparation for arts, crafts, and programming materials
- Be an active participant at staff meetings and training
- Assist to ensure daily logs are completed
- Other related duties assigned by the Daycare Supervisor or Classroom RECE

REQUIREMENTS

Education and Experience:

- Grade 12 or GED or willingness to obtain
- Experience in working in a childcare setting
- Food Handler's certificate

Knowledge, Skills & Abilities:

- Knowledge of the *Child Care and Early Years Act* would be an asset
- Willing to take related training as set out by the Day Care Supervisor or Site Supervisor

Designations, Licences & Requirements:

- First Aid and CPR certified
- Up to date immunization records
- Vulnerable Sector Check

WORKING CONDITIONS

1. Physical Demands - Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 25 pounds.
2. Environment - Mainly an office environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies).
3. Mental Effort – Accuracy of reports and meeting deadline, interactions with members of the public.
4. Position Type/Expected Hours of Work – Regular full-time hours with availability for evening and weekend work as required.

Applications MUST include:

- Current cover letter
- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Monday, May 15th, 2026 @ 4:00 p.m.

(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview

Qualified Saugeen First Nation members will be given priority

Submission of application to:

Office: HR, (519) 797-1224, Extension 1110

By E-Mail: joe.wesley@saugeen.org

By Mail: HR., 6 Cameron Drive, Southampton, ON N0H 2L0