



**Early Childhood Educator (ECE) Trainee**  
**Permanent Full-time**  
 Reporting to Daycare Manager  
**Alderville First Nation Daycare**

**PERMANENT  
 FULL-TIME @ 35 HOURS  
 PER WEEK  
 This is a Vacant Position**

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

**Salary:**  
 Start Rate - **\$21.80 to  
 \$23.63 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 AFN Community Member who is reliable and enthusiastic about obtaining the necessary qualifications and “on-the-job” experience to fill the position of **ECE Trainee**. This paid training opportunity will lead to a position as a full-time Registered Early Childhood Educator (RECE) upon completion of a combination of “on-the-job” training and enrollment & participation in an ECE academic diploma program.

The ECE training program is offered through a unique Indigenous specific distance education platform that will take up to 2 years to complete. The ECE Trainees will work and/or attend class for 35 hours of paid time per week – *you will be required to commit some personal time to your studies outside of the 35-hour work week.*

**KEY JOB DUTIES:**

- ***Under the direct supervision of the Daycare Manager, candidates for this position should expect to perform the following duties, but not limited to:***
- After the successful completion of the probationary period, candidates must be approved and enrolled in the ECE Diploma distance education program. Attendance and successful completion of the program (up to two years) are required to obtain RECE certification.
- Assist RECEs in providing high-quality care for children, ensuring their safety, supervision, and well-being at all times, from infancy to school age.
- Support RECEs in developing and implementing age-appropriate activities that foster the physical, emotional, and intellectual development of children.
- Assist in maintaining logbooks and accurate attendance records for children, ensuring documentation is up to date and compliant with licensing regulations.
- Work cooperatively with fellow staff members, maintaining open communication and supporting one another to create a positive team environment.
- Ensure that all information regarding children, families, and staff remains confidential and is handled in accordance with privacy policies.
- Be accountable to parents and guardians, maintaining respectful and professional communication and providing updates on children’s progress as needed.
- Follow all policies and procedures set by Alderville Childcare Centre, including those related to health and safety, discipline, and conduct.
- Ensure that all practices adhere to the Child Care Early Years Act (CCEYA) guidelines, as well as any applicable regulations and laws.
- Attend staff meetings, conferences, or workshops to engage in ongoing learning and professional growth, enhancing the quality of care provided.
- Abide by the Alderville First Nation Personnel Policies and Procedures.

**MINIMUM QUALIFICATIONS:***Minimum schooling:*

- Grade 12 or equivalent experience.
- Must be committed to enrol and obtain the Early Childhood Education Diploma leading to registration with the College of Early Childhood Educators (RECE)

*Minimum Requirements:*

- Ability to lift and carry children, as well as assist with various physical activities.
- CPR and First Aid certificate; ongoing renewal as required to maintain current certification, *or willing to obtain.*
- Must be able to provide an up-to-date immunization record.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.
- Criminal Reference check and Vulnerable Sector Search are required if employment is offered.

*Considered an asset:*

- Previous experience or coursework in child development or education is an asset but not required.
- Knowledge of Ojibwe Culture and First Nation communities an asset.

**PREFERRED EXPERIENCE:**

- Strong interest in working with children and pursuing a career in early childhood education.
- Ability to work effectively in a team and maintain open communication.
- Demonstrated commitment to confidentiality and professional conduct.
- Willingness to learn and grow in the field of childcare, including attending required education programs.
- Basic computer skills working with Windows, Word, Excel and Internet applications.

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

**DEADLINE TO APPLY: *Open Until Filled.***

**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. 217  
Email: [humanresources@alderville.ca](mailto: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.

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.*