



Building Futures Together

Internal-External Job Posting #24-01

Early Childhood Education Assistant – Contract 0.6 FTE (21 hrs/week)

Keystone is a family engaged counselling and coordinating Lead Agency that is dedicated to providing compassionate and responsive services to children, youth, families and community members.

Nature of the Job: We require an **Early Childhood Educator** to help provide childcare. Your responsibilities include regular play groups, drop-in activities, parent and caregiver activities. You will be supervised by the Supervisor of Community and Intake Services. Weekly 21 hours per week. Work locations will be Walkerton and Kincardine.

Qualifications:

- Early Childhood Education Diploma, registered with the College is preferred
- Experience working with preschool children and parents an asset
- Current First Aid and CPR certification required
- Proven excellent communication and interpersonal skills
- Effective planning and ability to prioritize
- Creative, energetic and a positive team player
- Ability to respect and maintain confidentiality
- Knowledge of and adherence to Keystone's Mission, Vision and Core Values
- Recent satisfactory performance with demonstrated excellence in attendance required
- Valid driver's license and reliable transportation with valid automobile insurance with \$2,000,000 liability is a requirement

Rate of Pay: ***OPSEU Collective Agreement - Early Education Assistant classification \$19.77-\$23.09 per hour.***
Paid Mileage between work locations.

Start Date: ASAP to March 31, 2025

Apply with Resume to: Human Resources
KeyHR@keystonebrucegrey.com

Date Posted: January 4, 2024

Closing Date: January 10, 2024 at 4:30 pm

Other Information: ***As a result of COVID-19, all new employees are required to be fully vaccinated for COVID-19 in accordance with public health or government guidelines***

*Only those applicants who are qualified and meet all criteria
will be granted an interview.*

Applicants are encouraged to self-identify and notify Human Resources if any accommodations are required to participate in the recruitment process.