



Job Title: Program Support
Reports To: Program Supervisor / Executive Director
Location: Greenboro Children's Centre, 1400 Cahill Dr., Ottawa

**CBCEL: Greenboro Children's Centre - Monday- Friday (7.5 hrs/day)
Full time permanent, with comprehensive benefit package**

ABOUT The Charlotte Birchard Centres of Early Learning, please visit www.cbcel.ca

Looking for RECE to join an amazing team! – Westboro Children's Centre and Greenboro Children's Centre has openings for energetic, creative, and dynamic Registered Early Childhood Educators. Candidates should possess the ability to demonstrate excellent written and verbal communication and be able to work as part of a committed and dedicated team. Knowledge of Ministry of Education CCEYA, 2014 legislation and How Does Learning Happen Framework are a benefit.

KEY OBJECTIVES:

To perform duties in accordance with the mission statement and core values of CBCEL and the mandate of Group Programs.

To provide high quality child care in a group setting that meets the diverse needs and promotes optimum physical, social, emotional, cognitive and intellectual development of the children in the program .

To take responsibility for their own learning and make decisions about ways to integrate knowledge from theory, research, their own experiences to foster children's learning and development.

QUALIFICATION

- Registered Early Childhood Educator – membership in good standing with the College of ECE
- Diploma in a related field (ie: College diploma in Child and Youth Worker)
- Current Standard First Aid and CPR certification
- Updated Health Assessment and Immunization
- Clear Police Reference Check for Vulnerable Sector (within 6 mths of employment)
- Leadership qualities, positive attitude and strong interpersonal skills
- Proven ability to work effectively and professionally in a multi-faceted environment
- Possess strong communication skills both verbal and written
- French language would be an asset

Salary to be discussed at the time of the interview (dependant on qualifications and experience)

How to Apply Please send resumes and cover letters to Cathy Romano-Franzese, Executive Director
Email: greenborochildrencentre@cbcel.ca

Only qualified individuals being considered for the position will be contacted for an interview.