



## Supply Educator – CASUAL

**Reports to: Program Manager**

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### About Mothercraft Ottawa

Mothercraft Ottawa is a trusted non-profit, multi-service family support agency that has been serving families and caregivers since 1944. We provide a wide range of programs from pregnancy through to school age, including:

- Early learning programs that foster child development
- Full-time, part-time, and casual licensed childcare
- Home-based, school-based, and centre-based childcare services
- EarlyON Child and Family Centre programs and workshops

Our services are grounded in child-centred practices and support the social, emotional, cognitive, and physical development of children, while providing families with the resources and education they need to thrive.

### Position Summary

The Supply Educator, under the direction of the Program Manager and in collaboration with the Lead Educator, supports the implementation of the Child Care Program in accordance with the Program Statement within assigned classrooms. They contribute to the cognitive, social, physical, and emotional development and well-being of children, guided by *How Does Learning Happen?* Ontario's Pedagogy for the Early Years, Mothercraft Ottawa's mission and strategic plan, and the Child Care and Early Years Act (CCEYA).

In addition to educational responsibilities, the Supply Educator assists Lead Educators, Early Childhood Educators, and Educators in meeting children's diverse basic care needs, including providing proper nutrition and performing routine cleaning duties.

**Please note that this is a casual position. Shifts are offered to cover staff absences and vacations, and regular hours are not guaranteed. You must provide your availability to the Program Manager each month and work at least one offered shift every 13 weeks.**

### Key Responsibilities

#### Program Implementation & Support

- Assists in implementing the Program Statement under guidance from senior staff.
- Supports program delivery and documentation; reports non-compliance when observed.
- Acts as a positive role model for children and peers.

#### Health, Safety & Compliance

- Monitors the health and safety of children, staff, and the environment.
- Maintains compliance with the Child Care and Early Years Act (CCEYA), agency policies, and regulations.
- Identifies and reports unsafe conditions promptly.



- Ensures high levels of cleanliness and sanitation (e.g., play areas, kitchen, laundry, toy/equipment disinfecting).

### **Child Guidance & Development**

- Recognizes and responds to both group and individual needs.
- Manages challenging behaviours using appropriate strategies.
- Applies suitable teaching techniques and behavioural guidance.
- Promotes and respects diversity within the program.
- Serves nutritious snacks following proper food handling procedures.

### **Administrative & Teamwork**

- Helps maintain accurate records.
- Attends staff meetings and training sessions.
- Collaborates effectively with team members.
- Demonstrates problem-solving skills, flexibility, and openness to change.

### **Professional Conduct**

- Maintains professionalism in appearance, attitude, and behaviour.
- Always upholds confidentiality.
- Performs additional reasonable duties as assigned.

### **Qualifications**

- Experience in a group childcare setting, and proven ability to work with groups of children
- Knowledge of early childhood development
- Strong integrity and professional work ethic
- Flexible availability, including varied hours
- Experience working effectively with adults and the public
- Strong time management skills
- Valid First Aid & CPR Level C certification (including infant and child)
- Clear Police Vulnerable Sector Check
- Current immunization record
- Graduate of ECE, Child and Youth Care, or Recreation and Leisure programs an asset

### **What We Offer**

- Competitive hourly wage starting at \$17.92
- Supportive and inclusive work environment
- Casual dress code



## Join Our Team

At Mothercraft Ottawa, we are dedicated to creating a welcoming community where families and children feel supported, and our employees are valued and empowered. If you are passionate about nurturing children's growth and development in a caring, play-based learning environment, and committed to fostering curiosity, creativity, and a love of learning while supporting children's social, emotional, and cognitive development, we invite you to apply.

**Please send your resume to ONE preferred location only:**

[james.boyce@mothercraft.com](mailto:james.boyce@mothercraft.com) (Elmdale/Westboro)

[rozalia.jakab@mothercraft.com](mailto:rozalia.jakab@mothercraft.com) (Evered/Westboro)

[jennifer.ross@mothercraft.com](mailto:jennifer.ross@mothercraft.com) (Waterbridge/Barrhaven)

*Mothercraft Ottawa is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Mothercraft Ottawa will make accommodations available to applicants with disabilities upon request during the recruitment process.*

*Mothercraft Ottawa strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, Mothercraft Ottawa will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.*