

Early Childhood Assistant

Position Details

Position Information

Position Title	Early Childhood Assistant
Posting Type	Temporary
End Date (if applicable)	08/23/2024
Classification Title	App G Student
Pay Band	1
Min Salary	\$16.55
Max Salary	\$16.55

Position Summary

Duties and responsibilities include:

- Set up and take down of summer Early On programming
- Supporting the Early On Educator in the summer programming where needed
- Assisting with the maintenance, cleaning, deep cleaning and organization of the Children and Family Centre
- Assisting with yard work, maintaining produce gardens, overall maintenance of the playground
- Procurement of local produce and food products, harvesting and preserving food for the menu for the operating season
- Office assistance (filing, labels, photo copying, creating orientation packages)
- Preparing the Children and Family Centre to support Early Childhood Education students for the upcoming year
- Supporting sustainable inclusive practices

Location/Campus Thunder Bay Campus

Education

Minimum level of formal education required for the position Partial Secondary School Completion

Specific course(s), certification, qualification, formal training or accreditation required for the position

Additional Requirements

Field(s) of Study

- Must be a full-time post-secondary student at Confederation College in the 2023-24 academic year (minimum – attending entire winter 2024 semester). Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability;
- Must be returning to Confederation College as a full-time post-secondary student in September 2024 and have submitted a confirmation of enrolment form to the Financial Aid department;

- Must demonstrate financial need which is determined by submitting a financial needs form to the Financial Aid department;
- Must be a Canadian citizen, permanent resident protected person, or an international student who is legally eligible to work in Canada;
- Student in the Early Childhood Education Program Preferred

Experience

Typical number of years of experience, in addition to the necessary education level, required to perform the responsibilities of the position

Less than one (1) year

Type of Experience

Posting Detail Information

Posting Number

SU-P-24-76P

Close Date

03/10/2024

Hours of Work

Shift Type

Reference Collection Settings

Reference Collection Settings

Minimum Requests

0

Maximum Requests

Reference Related Instructions

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Please indicate if you are enrolled as an international or domestic student.
 - international student
 - domestic student
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Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter (Address to Human Resources)

Optional Documents

None