



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Job Number: 2026-09

Position Title: Registered Early Childhood Educator

Posting Type: Internal/External

Location: Hiawatha, ON

Duration: Full-Time Permanent

Posting Closes/Deadline: February 28, 2026 at 11:59 pm

Tentative Interview Date: March 2-6, 2026

Salary Range: \$53,950-\$59,950

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 1050 registered citizens with approximately 245 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

Position Summary:

The RECE will be responsible to plan and organize age appropriate child care activities which have been observed and documented so that they encourage the intellectual, physical, social and emotional development of infants, toddlers, pre-school and school age children enrolled in the Hiawatha Child Care Centre. To help facilitate child directed learning using ELECT, "How Does Learning Happen" and the Think Act Feel documents from the Ministry of Education along with an Environmental Rating tool that will be done 2 times a year to ensure programming and room set up meet the direct needs of children and families. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting:

This position will report to the Child Care Supervisor. This position will have no direct reports.

Main Responsibilities:

- Deliver, guide and assist the children in daily planned activities Deliver, guide and assist the children in developmentally appropriate learning and play opportunities.
- Supervise children in indoor and outdoor play and during rest period.
- Keep records and submit written observations on children to supervisor.
- Observe and document children's interests, learning and behaviors.
- Share documentation with children and families; making children's learning visible.
- Assist in the preparation and serving of snacks while ensuring healthy food choices are made.
- Maintain child care equipment and assist in disinfecting of all classroom materials and housekeeping duties.
- To work co-operatively and as a team member with co-workers.
- To ensure child care activities are in adherence with the Child Care Early Years Act.
- Reports directly to the Child Care Supervisor.
- Prepare and set up rooms for the arrival of the children.
- Greet children and parents at time of arrival.
- Guide and assist children in taking off outdoor attire and placing belongings in assigned cubbies.
- Ready the children at the end of day and in time for parents to pick up.
- Change infant and toddler diapers.
- Bottle feed and/or hand feed infants and toddlers if assistance needed.
- Guide children in the development of Life skills i.e. proper eating, dressing and toilet habits.
- Assist and prepare children for meal time and snack time and rest period and have activity bags ready for children who don't sleep.
- To develop child focused activities that are directly linked to children's interest, they may be helped through songs, games, invitations to play and other play related activities.
- Facilitate children in creative activities.

- Supervise and co-ordinate day trip activities to local points of interest and become the facilitator in the child(ren) learning.
- Take children for daily excursions and stroller walks for infants if unable to walk on own.
- Provide a safe, healthy, nurturing environment and make use of invitations to play in the room environment for children enrolled in child care through the child's lead, using the classroom as the third teacher, plan activities, ensuring all areas of play are safe and check sheet have been filled out daily. i.e. indoor checklist, play ground checks, daily cleaning charts done and getting down and working with the children at their level.
- Wash and disinfect toys and wipe down equipment each day, or twice daily or when soiled or mouthed by a child.
- Put equipment, toys away and clean up after all activities.
- Set up for rest period.
- Sweep and dust playrooms at least twice a day.
- Clean windows of hand prints and scuffs daily.
- Disinfect infant and toddler change tables after each child and play areas.
- Tidy cubbies and maintain lost and found items.
- Ensure rooms are secure and ready for lock up.
- Keep daily arrival and departure times and attendance records for children.
- Record any parent instructions for their child(ren) (i.e. child didn't have a good sleep, child may be coming down with something, will be picking child up early etc.)
- Maintain daily logs on each child for parent's information (i.e. how much child ate, was the child emotional, child interacted well with others, etc.)
- Observe and record the progress or problems of children and submit to supervisor.
- Communicate daily through the Seesaw app with parents
- Assist in program planning; age appropriate child directed activities whether that be monthly, weekly or daily.
- Attend staff meetings to discuss progress of children or problem areas.
- Assist supervisor in keeping staff records.
- Submit written reports to supervisor.
- Ensure regular attendance to work.
- Be flexible and available for shift work.
- Other duties as assigned.

Requirements:

- Post-Secondary Diploma in Early Childhood Education;
- Registered or is eligible to be registered with the College of Early Childhood Educators is preferred;
- Maintains Registration status with the College of Early Childhood Educators and staff keep their Continuous Learning Plan up to date for each learning cycle as to maintain status.
- Minimum one years' relevant experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Experience in a First Nations setting preferred
- Must provide a clear CPIC and VSC (documentation will be required if successful applicant)
- Must have up to date immunization (proof will be required if successful applicant)
- Must have 2 step TB testing
- First Aid and CPR an asset (and must be willing to take the training if hired)
- Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- Experience with computer programs (i.e. Microsoft Office, email and internet)
- Knowledge of the Child Care Early Years Act is an asset
- Knowledge of ELECT Document and "How Does Learning Happen?"
- Knowledge with using an environmental rating tool (i.e. ECERS/ITERS/SACERS DECA)
- Passionate about working with children
- Ability to work as an individual and as part of a team
- Well developed interpersonal, public relations and relationship building skills
- Excellent organizational, time and file management skills
- Ability to maintain strict confidentiality

- Familiar with duty to report requirements
- Knowledge of legislation and government agencies an asset

Personal Attributes:

- Must be an empathetic and non-judgemental person
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Possess cultural awareness and sensitivity
- Be creative and flexible
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds
- Be open for professional development opportunities

Working Conditions:

- Working in an ever-changing and busy environment
- Extended periods of standing
- Observe and monitor children at all times
- Interaction with employees, management and the community
- Occasional overtime or requirement to work in the evenings

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, or in person to:

By Mail: Hiawatha First Nation
431 Hiawatha Line
Hiawatha, ON
K9J 0E6
ATTN: Zachary Friar, HR Coordinator

By email: hr@hiawathafn.ca

For more information please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.