MUNICIPALITY OF
GREENSTONE

EXTERNAL JOB POSTING COMSER-26-83

Community Services Department
Teacher's Aide, Geraldton Ward

Date Posted: November 2, 2026 — Job Type: Casual/On-Call
Current Job Description Applies — CUPE LOCAL 3045 — Rate of Pay: $25.89/hr

GENERAL

The Municipality of Greenstone Community Services Department requires a Casual/On-Call Teacher's Aide at their Municipal Day Care Centre in Geraldton to replace regularly scheduled Day Care Staff who are absent due to illness, vacation, etc.

QUALIFICATIONS

- High School Diploma
- Previous paid or unpaid experience working with young children
- Vulnerable Sector Criminal Record Check required
- Current First Aid Certificate
- Bilingualism will be considered an asset

REPORTING RELATIONSHIP

- Reporting to the Manager of Community Services

DUTIES AND RESPONSIBILITIES

- To work cooperatively with the Early Childhood Educators and the Manager of Community Services to provide care and supervision to children at the Day Care Centre through the planning and implementation of a program conducive to their social, emotional, physical, and intellectual development.
- To assist Playroom staff in ensuring required ratio requirements are met in the delivery of programming which complies with Ministry regulations, Quality Assurance guidelines and Emergent Curriculum criteria.

HOURS OF WORK

- Hours vary dependent upon absences of full time and part time staff
- There are no guaranteed hours of work

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on November 13, 2026 to:

Al Gordon, Director of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street
Geraldton ON P0T 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.