MUNICIPALITY OF
GREENSTONE

INTERNAL JOB POSTING COMSER-26-85

Community Services Department
Teacher's Aide, Longlac Ward

Date Posted: November 2, 2026 Job Type: Permanent/Full-Time
Current Job Description Applies CUPE LOCAL 3045 Rate of Pay: $25.89/hr

GENERAL

The Greenstone Community Services Department requires a permanent full-time Teacher's Aide at the Longlac Day Care Centre. The position is 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. 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.

QUALIFICATIONS

- Minimum of Grade 12 with previous experience in the field of Early Childhood Education
- Early Childhood Education Diploma or relevant post-secondary education preferred.
- Vulnerable Sector Police Record Check
- Current First Aid Certificate or ability to obtain.
- Bilingualism will be considered an asset.

REPORTING RELATIONSHIP

- Reporting to the Manager of Community Services

HOURS OF WORK

- 35 hours per week
- Weekly schedule to be determined by the Manager of Community Services

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on November 9, 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.