

Position:

We are looking for a full-time permanent Early Childhood Education Assistant for our Bragg Creek location who has:

- 1+ years of experience in ECE
- an ECE minimum Level 1 Alberta certification
- a valid Criminal Record Check with Vulnerable Sector Check
- a valid Childcare First Aid Training with Level C CPR

The start date for this position is **June 14, 2026**. The hours for this position are between 40 – 42.5/week (early morning, morning, day schedule), with overtime as necessary. This is an English language position.

Work must be completed on site in Bragg Creek; there is no option to work remotely. Please note that public transportation is not available.

For the right candidate, we offer:

- dental plan – 50% co-pay
- health care plan – 50% co-pay
- life insurance plan – 50% co-pay
- reduced daycare fees for children of staff
- free parking

Tasks:

- assist co-workers in housekeeping and cooking duties
- bathe, diaper and feed infants and toddlers
- maintain daycare equipment
- storytelling
- assist early childhood educators in carrying out programs that promote the physical, cognitive, emotional and social development of children
- assist early childhood educators or supervisors in keeping records
- encourage children to express creativity through the media of art, dramatic play, music and physical activity
- engage children in activities by telling stories, teaching songs, and preparing crafts
- guide and assist children in the development of proper eating, dressing and toilet habits
- prepare snacks and arrange rooms or furniture for lunch and rest periods
- submit written observations on children to early childhood educators or supervisors
- discuss progress and problems of children at staff meetings
- knowledge of licensing regulations
- attend staff meetings to discuss progress and problems of children
- establish and maintain collaborative relationships with co-workers and community service providers working with children
- maintain an environment that supports the health, well-being, and security of the children
- plan and organize activities for school-aged children in child-care programs before and after regular school hours

- administer first aid in emergency situations

Work conditions and physical capabilities:

- work indoors and outdoors in all weather conditions
- lift and carry children between 30 and 50 pounds
- work under pressure
- work in an environment which requires a combination of sitting, standing, and walking
- large workload
- fast-paced environment

Personal Suitability:

- dependable
- has interpersonal awareness and uses interpersonal skills
- excellent oral and written communication skills
- attention to detail
- flexible
- reliable
- is a team player
- shows initiative
- organized

If you are interested, please email your resume to dania@littleforestdwellers.ca

Please answer the following questions when applying:

Are you available to start on the date listed in the job posting?

Do you have the required certifications listed in the job posting?

Do you meet the language requirements listed in the job posting?