



Job Opportunity: *Part-Time Kindergarten Assistant*

Olivet School has a job opening for the part-time position of *Kindergarten Assistant* beginning in the 2025/26 school year.

Key responsibilities include but are not limited to:

- Assisting the Kindergarten Teacher with programming, in providing well-balanced and organized activities, consistent with the Ontario curriculum paired with Olivet's curricular goals, promoting the academic, physical, emotional, social and spiritual development of all the children.
- Assisting in establishing and supporting adherence to classroom-level rules for behavior, and policies and procedures to maintain order among students.
- Supporting in the providing of a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.
- Attendance at events occurring outside of school hours, when the Kindergarten children are involved, as well as occasional field trips.
- Additional responsibility: Lunchroom supervision of all grades 5 days/week, and helping kindergarteners dress and undress for outdoor recesses.

Key Qualifications and Educational Requirements include but are not limited to:

- An ECE, ECA, or related designation is required
- A minimum of 1 years' experience working with children in a school or daycare setting
- Energy, enthusiasm, and patience
- Excellent interpersonal & communication skills with children, parents/guardian, colleagues
- Willingness to take direction from the Kindergarten Teacher
- A strong moral code in all areas, demonstrating a willingness to maintain general philosophies of the organization, with a general comfort level working in Christian/religious setting and participating in religious activities as part of the programming

Contract Commitment:

- This position constitutes 5.5 hours/day (8:30-2:30) for 2025/26 school year, with additional hours for field trips and off-hour events.

To apply, submit a resume and cover letter to Val Younan at val.younan@olivetnewchurch.org. Undergoing a *Police Reference/Vulnerable Sector Check* will be required.

Only those selected for an interview will be contacted.