

# CHILD CARE ASSISTANT

## SUMMER STUDENT POSITIONS (35 hours/week)

Atikokan, Emo, and Fort Frances, ON



DISTRICT OF RAINY RIVER  
SERVICES BOARD

## JOB OPPORTUNITY

The District of Rainy River Services Board (DRRSB) is accepting applications from qualifying high school and post-secondary students to work for the 2025 summer season, as follows:

### **Child Care Assistant:**

- Atikokan (35 hours per week)
- Fort Frances (35 hours per week)
- Emo (35 hours per week)

The Child Care Assistant is responsible for assisting the Early Childhood Educators in the classroom and EarlyON Centres to provide high quality childcare for children in a safe and healthy environment, assisting in the implementation of programming, serving meals and snacks, and performing cleaning and disinfecting duties.

Additional duties include following established routines, assisting with special projects and running errands. Work is performed both indoors and outdoors on a daily basis.

Students must also provide the satisfactory outcome of a Vulnerable Sector Criminal Reference Check as a condition of employment at your own cost.

All incumbents must work in a safe manner and adhere to all occupational health and safety requirements. The hours of operation are Monday to Friday from 8:00 a.m. - 4:00 p.m. with one (1) hour unpaid lunch for an anticipated duration of approximately nine (9) weeks. Rate of pay is \$19.00 per hour plus 4% vacation pay.

**Deadline for Application Packages:** Friday, April 25, 2025 at 4:00 p.m. (CST)

You are invited to submit your completed Application Package by email, mail, or in person to the DRRSB main office. Please address your correspondence to:

Joanne Spence, B.HRLR, CHRL, Human Resources Officer  
District of Rainy River Services Board  
450 Scott Street Fort Frances, ON P9A 1H2

**Competition #HR-11-2025-CHILDCARE-SS**

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or emailed to: [joanne.spence@rrdssab.ca](mailto:joanne.spence@rrdssab.ca)

Your Application Package must contain:

- Application Form (with three work-related References)
- Cover letter
- Resume

Incomplete or late applications may not be accepted.

First Name:		Last Name:	
Mailing Address:		Town/City:	
Postal Code:		Educational Institute/Field of Study:	
Email Address:	Cell Phone:	Alternative Phone Number:	
Reference 1: _____		Phone #: _____	
Reference 2: _____		Phone #: _____	
Reference 3: _____		Phone #: _____	
Earliest Available Start Date:		List dates you may be unavailable to work:	
Last Date Available For Work:		July: _____	
		Aug: _____	
<b>Which LOCATION are you applying for:</b> <input type="checkbox"/> Atikokan, Northern Lights Atelier (Northern Lakes) <input type="checkbox"/> Fort Frances, Pathways Atelier (St. Mary) <input type="checkbox"/> Fort Frances, Tall Oaks Atelier (Robert Moore) <input type="checkbox"/> Emo, Stepping Stones Atelier (Donald Young)		<b>Driver's License Information:</b> Class of License: _____ License Restrictions: _____ I have a Reliable Ride: _____	
I am legally entitled to work in Canada: <input type="checkbox"/> Yes <input type="checkbox"/> No			
I have completed two (2) consecutive semesters of full-time studies ending spring, 2025: <input type="checkbox"/> Yes <input type="checkbox"/> No		I have registered for two (2) consecutive semesters of post-secondary studies beginning in September of 2025: <input type="checkbox"/> Yes <input type="checkbox"/> No	
I hereby declare that the above information is true and correct. I understand that wilful dishonesty may result in the refusal of this application, the termination of my employment, and/or the refusal of future employment reference requests.			
Signature:		Date:	
<b>Return this completed Application, Cover Letter, and Resume to:</b> Joanne Spence, Human Resources Officer, PRIVATE AND CONFIDENTIAL District of Rainy River Services Board, 450 Scott Street, Fort Frances, ON P9A 1H2 <a href="mailto:joanne.spence@rrdssab.ca">joanne.spence@rrdssab.ca</a> or fax to: (807) 274-5729			