



The Town of Minto is seeking a Programs and Childcare Assistant Temporary, Full-Time (12-Month Maternity Leave Coverage)

The Town of Minto is seeking a Programs & Child Care Assistant to join our diverse and talented team for a twelve (12) month contract anticipated to begin in August 2026. This position provides temporary coverage for a maternity leave and offers a valuable opportunity to gain broad municipal experience while contributing to a collaborative and high-performing team. But before we tell you about the job...

Allow us to Introduce Ourselves

The Town of Minto is a welcoming rural community in north-western Wellington County, home to Harriston, Palmerston, Clifford, and beautiful surrounding farmland. Just an hour from major urban centres like Kitchener-Waterloo and Guelph, Minto offers the perfect balance of small-town energy, natural spaces, and easy access to big-city amenities.

Our vision is simple and powerful: *a progressive rural community where all people are welcome*. We're driven by five core goals—responsible infrastructure, exceptional quality of life, a thriving local economy, an inclusive community, and accountable government.

But what truly sets us apart is how we work. We're upbeat, supportive, and down-to-earth. We take pride in doing meaningful work, and we have fun doing it. We innovate, we learn, and we push boundaries together. Our culture is collaborative, people-focused, and known for sparking new ideas and driving positive change. If you're energized by community impact, love working with great people, and want to be part of a municipality that's moving forward with purpose, you'll thrive in Minto.

Your Opportunity

Reporting to the Childcare Lead, this role plays an important part in supporting the delivery of high-quality childcare and community programming across the Town. This position helps ensure after school programs, PA Day programs, summer day camps, and other Town-run activities are well organized, engaging, and responsive to the needs of children, families, adults, and seniors.

This role supports program delivery, planning, registration, and communications for childcare and community services, with responsibilities spanning program support and administration; participant communications and digital content; and scheduling, training, and operational coordination.

Program Delivery & Participant Support

- Assist with planning and delivering after school programs, PA Day programs, summer day camps, and other Town-run programs for children, adults, and seniors
- Work as qualified staff during instructional days in the After School Program and provide support during PA Day and summer day camp programming
- Support program coverage across a range of Community Services offerings and help create safe, engaging, and inclusive experiences for participants
- Teach courses such as babysitting and Safe at Home as part of the Town's community programming

Communications, Registration & Program Administration

- Support registration setup and maintenance for childcare and recreation programs, including building, inputting, and modifying program information in registration systems

- Use ePACT and related tools to maintain participant emergency and medical information and support accurate program records
- Create and share weekly rosters with school administration and prepare monthly newsletters for childcare program participants
- Develop and monitor digital communications for Community Services, including social media content and childcare-related website updates

Staff Coordination & Operational Support

- Assist with seasonal recruitment activities for part-time childcare staff in partnership with the Childcare Lead
- Support scheduling, staff meetings, and training for after school program staff to help ensure smooth program delivery
- Provide day-to-day administrative and operational support for Community Services programming, including preparing participant materials and program resources
- Contribute to special initiatives and community outreach items, such as preparing promotional or participant materials for distribution
- Carry out other related duties that support the successful delivery of childcare and community programs

What it Takes to do the Job

To excel in this role, you should possess the following qualifications and experience:

- College diploma or university degree in Child & Youth Studies, Recreation & Leisure, Sports Management, or a related field
- Membership in good standing with the College of Early Childhood Educators or the Ontario College of Teachers
- A minimum of 3 to 5 years of related childcare experience

Preferred qualifications such as Principles of Healthy Childhood Development (PHCD), Principles of Healthy Aging (PHA), HIGH FIVE Sport Trainer, and Camps on TRACKS would be considered strong assets.

What You Bring to the Team

Beyond the required qualifications, we are looking for someone who brings the practical skills and personal qualities needed to succeed in a fast-paced programming environment, including:

- Working knowledge of provincial regulations related to authorized recreation programs and summer day camps
- Professional oral and written communication skills, with the ability to clearly share information, policies, and program details with participants, families, schools, and colleagues
- Strong organizational skills and the ability to manage time, priorities, and multiple program demands efficiently

What We Offer

This is a fantastic opportunity to join a growing and forward-thinking municipality where your work truly makes an impact. At the Town of Minto, we offer:

- Meaningful, high-quality work across a wide range of projects that directly shape the community, supported by engaged and collaborative staff and volunteers.
- The collegiality and lifestyle benefits of small-town living, including a close-knit team environment, strong community spirit, and a healthy balance between work and life.
- A comprehensive benefits package designed to support your overall well-being and financial security.
- An Interchangeable Spending Account Program, giving you flexibility to allocate funds toward the health, wellness, or professional expenses that matter most to you.
- Enrollment in the OMERS pension plan, providing long-term stability and peace of mind as you grow in your career.

Together, these benefits reflect our commitment to creating a supportive, progressive, and people-focused workplace where you can thrive both professionally and personally.

Annual Salary: \$60,586.50 – \$80,788.50 (2026 salary range)

Work Location: The primary work location is the Town of Minto Municipal Office, located at 5941 Highway 89, Harriston. This position also works out of various other Town facilities as needed to support and facilitate programming.

Hours of Work: Hours of work are 37.5 hours per week, including weekday evenings throughout the school year, depending on operational needs.

We Would Love to Hear from You

We want to learn about your unique talents and how they would help you succeed in this role. The best way to do that is to send your resume and cover letter before 12:00 PM Tuesday August 11, 2026 to:

Quinn Gorecki
Deputy Clerk/Manager, People and Culture
5941 Hwy 89, RR 1
Harriston, ON NOG 1Z0
Or fax: 519-338-2005
Or e-mail hr@town.minto.on.ca

We are committed to fostering a respectful, inclusive and accessible workplace that reflects the diversity of the community we serve. Guided by our People Plan, we welcome applications from all qualified individuals, including women, Indigenous Peoples, racialized persons, persons with disabilities, and members of other equity-deserving communities. Accommodations are available throughout the recruitment and selection process in accordance with the Ontario Human Rights Code.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all applicants for their interest; however, only those applicants selected for an interview will be contacted.
No phone calls please.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Town of Minto is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact hr@town.minto.on.ca.

The lands we know today as the Town of Minto have been home to indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee. ([read more](#))