



Posted July 14, 2026

Summer Student Casual Employment Opportunity

Location: Peguis Free Spirits Child Care Centre

Term: August 3 – August 28, 2026

Hours: Monday to Friday, 9:00 a.m. – 3:00 p.m.

Wage: \$18.15 per hour

The Summer Student Casual Employment Opportunity is designed to introduce students to the field of **Early Childhood Education (ECE)** before they pursue post-secondary education. This program provides students with valuable hands-on experience in a licensed child care setting while exploring a rewarding career working with children.

Peguis Free Spirits Child Care Centre provides care for children ranging from **10 months to 7 years old**.

Students will assist child care staff in a variety of areas, including:

- ✿ Engaging in interactive play with children
- ✿ Assisting with planned and spontaneous activities
- ✿ Supporting children's learning and development
- ✿ Sanitizing rooms, toys, and equipment
- ✿ Assisting with the setup and cleanup of activities
- ✿ Helping maintain a safe, clean, and welcoming environment
- ✿ Providing general support to staff as required

Qualifications

Applicants must:

- Have successfully completed **Grade 11 or Grade 12**
- Have a minimum of **four (4) volunteer or work experiences within a daycare or child care setting**
- Have an interest in Early Childhood Education and working with children

Required Documents

Applicants must submit the following:

- ✓ Confirmation of Grade 11 or Grade 12 completion
- ✓ Letter of support
- ✓ Resume or
- ✓ Completed Peguis Free Spirits Child Care Centre Application Form (available at the centre)

All required documentation must be submitted to be considered for the program.

Successful applicants will be contacted to schedule their placement within the program.

Applications will be accepted until August 3, 2026.

Submit Applications To

Drop Off:

Peguis Free Spirits Child Care Centre

(Located between Peguis Central School and the Peguis Child & Family Services Building)

Email: DayCare.DIR@peguis.ca

Fax: 204-645-3677

We encourage students interested in exploring a future career in Early Childhood Education to apply!



Posted July 14, 2026

Office Administrator – Full-Time-Term

Peguis Free Spirits Child Care Centre is seeking a motivated, organized, professional Office Administrator to support the daily operations of our child care Centre. This position plays an essential role in ensuring the efficient administration of services health & safety check lists, maintenance of office, staff and children files, providing general administrative support, and directing people to the appropriate personnel including additional duties based on centre needs while supporting children, families, and staff.

Responsibilities

- Respond to and direct phone calls, emails, and visitor inquiries.
- Maintain confidential child, family, staff, and centre records.
- Assist with enrolment, registration, and waitlist management.
- Prepare correspondence, reports, meeting minutes, and other documentation.
- Support payroll, attendance tracking, and staff scheduling.
- Maintain office filing systems and databases.
- Order and track office supplies and equipment.
- Assist with funding reports and program documentation.
- Provide administrative support to the Director and centre staff.

Qualifications Required

- High School Diploma or equivalent.
- Strong knowledge of Microsoft Office (Word, Excel, Outlook).
- Excellent organizational and communication skills.
- Ability to prioritize tasks and work independently.
- Strong attention to detail and confidentiality.

Preferred

Certificate or Diploma in Office Administration, Business Administration, or a related field. Previous administrative experience in a child care, education, or community organization. Knowledge of child care administration and reporting requirements.

What We Offer

- ❖ Competitive starting wage of \$18.15/hour.
- ❖ Supportive and team-oriented work environment.
- ❖ Professional development opportunities.
- ❖ Opportunity to contribute to the growth and success of children and families within the community.

How to Apply

Interested applicants are invited to submit:

- ✓ Cover Letter
- ✓ Resume
- ✓ Three Professional References
- ✓ Child & Adult Abuse registry check
- ✓ Be willing to undergo a Hair drug test sample

Email Applications To: DayCare.DIR@peguis.ca Application Deadline: Open Until Filled

Peguis Free Spirits Child Care Centre encourages applications from qualified individuals of all backgrounds and is committed to fostering an inclusive and respectful workplace. Preference may be given to qualified First Nations applicants.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.