



Fort Smith

NORTHWEST TERRITORIES

Position: Community Services Assistant 1 - Childcare

Location: Town of Fort Smith Daycare

Status: Casual

Closing Date: September 9, 2026

The Town of Fort Smith is seeking a detail-oriented and dependable Community Services Assistant I (Childcare) to support the Childcare team as an integral member of the Community Services workforce.

OUTLINE OF THE POSITION

Reporting to the Primary Care Worker (s), this position provides support for the Childcare programs, including providing support for programs, engaging the children in activities, supervising of children at all times, preparing snacks and meals, cleaning and maintaining the facility and attending staff meetings.

KEY RESPONSIBILITIES AND DUTIES

- Engage children in activities by telling stories, teaching songs and preparing crafts
- Prepare snacks and arranging rooms or furniture for lunch and rest periods.
- Assist with proper eating, dressing and toilet habits.
- Submit written observations on children to Primary Care Worker (s) or supervisor.
- Maintain daycare equipment and assisting in housekeeping and cooking duties.
- May assist the Primary Care Worker (s) in keeping records.
- General cleaning in and around the facilities as required.
- Complete opening/closing security checks.
- Assist with the development and implementation of regular programs and special events for the daycare and support higher needs children on one-to-one bases.

KNOWLEDGE, EDUCATION AND EXPERIENCE

- Completion of Grade 10 or equivalent.
- Minimum of 16 years of age.
- Experience working with children ages 0-6 (work experience in an early childhood or daycentre)
- Students are encouraged to apply.
- Child and Infant First Aid /CPR certification or willing to obtain one during employment.



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- Satisfactory criminal record check with Vulnerable Sector check will be required.
- Must meet availability of Monday to Friday from 8am to 5pm.

COMPENSATION AND BENEFITS

- Pay Level/Range: Level 12 (\$64,985.95- \$73,978.45)

TO APPLY:

Submit your resume and cover letter to humanresources@fortsmith.ca