

## 1.1.4 Job Posting Sample Template

### Job Posting Sample Template

#### We Are Hiring!

*Enter Child Care Centre Name here* is hiring a *Enter Position Here* to join our team!

Location(s): *Enter centre/site location(s) here*

Hours of work: *Enter hours of work here or description i.e., full time, part time etc.*

Wage Range: *Enter position pay range here*

*Add introduction to your centre here*

#### What We Offer:

*Showcase your centre here. Things you could include if applicable: list of benefits, pension plan, flexible scheduling, commitment to career goals, vacation time, profession development opportunities, paid apprenticeships etc.*

#### Job Summary:

*Pull this directly from your job description*

#### Responsibilities:

*Pull this directly from your job description*

#### Education and Qualifications:

*Pull this directly from your job description*

#### Knowledge/Skills and Other Requirements:

*Pull this directly from your job description*

If this is an opportunity you are interested in, please submit your cover letter, and resume to *enter email address* by *application deadline date.*, to apply. Only candidates selected for an interview will be contacted.

Equity, Diversity & Inclusion

*Enter child care centre name here* is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.