



Child Care Resource & Referral Consultant

Part time - 24 hours per week starting August 2017

Position Summary:

As part of the Child Care Resource and Referral team, to assist in the daily operations of a resource program that serves, primarily, parents and child care providers.

Qualifications:

Education, training & experience

- A certificate in Early Childhood Education, or Family Child Care training. Successful experiences with adults and children. Some competency and experience with administrative duties and computer applications.

Job Skills & Abilities

- Excellent communication skills. Good organization, time and general management skills. A demonstrated ability to provide strong customer service and support.

Additional Information:

- Program delivery activities may require a moderate level of physical fitness and energy level to effectively carry out duties of the position.

Duties & Responsibilities:

- Assist with child care provider screening.
- Provides ongoing support and resources to child care providers.
- Participates in the planning and implementation of educational opportunities, special events and networking.
- Maintains files, statistics and client tracking. Submits relevant reports to the Program Coordinator.
- Makes recommendations with regard to the development of the program and participates in the program evaluations.
- Promotes the service in the community and does public relations work relative to job responsibilities.
- Maintains good working relationships with other agencies, the business community, and volunteers in the community.
- Ensures that program standards, guidelines and policies of the organization are maintained.
- Provides parents with child care information and referrals.
- Participates in supervisory, staff development and team meetings as scheduled.
- Complete all mandatory learning requirements.
- Performs other duties as may be assigned.
- Valid driver's license with appropriate insurance and reliable transportation.

General:

- Wage rate: as per BCGEU Collective Agreement, benchmark title, Grid Level 11 (\$18.66 per hour)
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the CCRR Program Coordinator

**Please mention the name of the job position you are applying for in your cover letter.
NO phone calls. Only short listed applicants will be contacted.**

Please submit your cover letter and resume to:

Matthew Lutz, Human Resources Coordinator
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, Friday, July 21, 2017