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