

POSTING

RECEPTION AND INFORMATION Permanent Full Time (35 hours per week) (Some Evenings and Saturdays required)

Child Care Resource and Referral Program

This position responds to enquiries from families, the child care community and the general public on a wide range of issues regarding early childhood care and education. Referrals are given to appropriate programs or services. They manage and maintain the Early Years Learning Store. They work in co-ordination with the staff team.

KEY DUTIES AND RESPONSIBILITIES

- Professional telephone manner, experience with information and referral
- Strong organization skills and ability to work well under pressure
- Experience working with cash/credit/debit and point of sale database
- Proficiency in written, oral and interpersonal communication, reporting and record keeping
- Demonstrated effectiveness as part of a staff team
- Knowledge and understanding of current child care practice, issues, trends and community resources
- Experience working with parents and the community
- Demonstrated knowledge of and proficiency with computer applications (particularly Windows, Word, Excel, Data Base Management)

QUALIFICATIONS

Education, Training, and Experience:

- Diploma in Early Childhood Education. Consideration will be given to other related education and experience.
- Minimum of two years' general office experience that includes reception and clerical functions.
- Valid Level I First Aid Certificate.
- Basic computer skills.
- Responsible, self motivated, detail oriented and ability to multi-task.
- Experience with computers, including basic word processing, Excel.
- Keyboard skills appropriate for routine use of computer applications.

Job Skills and Abilities:

- Fluency in a second language - Punjabi, Cantonese, or Spanish an asset
- Experience working in a social service environment serving children and families an asset
- Crisis Line experience an asset

* An eligibility list will be maintained for up to 6 months. [Eligible applicants may be offered a casual position]

CLOSING DATE:

Resumes will be reviewed starting [March 22, 2019] but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO:

Sharlene Wedel, Program Manager
Options Community Services Society

Email: sharlene.wedel@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21298] and outlining your qualifications and related experience for the position.