

POSTING

ASSISTANT PROGRAM MANAGER **Permanent Full Time (35 hours per week)** **(Some Evenings and Saturdays Required)**

Child Care Resource & Referral Program

Supports the Program Manager in the management of the CCRR program. Assists with the planning, implementation, and overseeing of the day to day activities of the CCRR Program. Participates in program development, policies and procedure formulation, program evaluation and budget preparation.

KEY DUTIES AND RESPONSIBILITIES

- Notifies the Program Manager of unresolved or continuing performance difficulties.
- Advocates or liaisons with management on behalf of staff.
- Participates in the evaluation of staff, practicum students and volunteers.
- Is qualified and able to perform front line duties.
- Serves as a positive role model to staff, practicum students and volunteers.
- Participates and provides feedback in the interview and hiring process.
- Participates in the training of practicum students, volunteers and new employees.
- Makes recommendations with regard to the development and evaluation of the program.
- Problem solves with staff and/or the Program Manager regarding any work related problems or concerns.
- Assists the Program Manager in developing, revising, and implementing the program practice/procedure manual.
- Attends community committees, meetings, forums and events as agreed to with the Program Manager.
- Fills in for the Program Manager when the Program Manager is on holiday, is sick or on a short-term leave, under the direction of the Program Manager and/or the Deputy Director and/or the Executive Director.
- Attends staff meetings and chairs meetings in Program Manager's absence.
- Maintains professional growth by attending workshops, etc. and reviewing current information and resources.

QUALIFICATIONS

Education, Training, and Experience:

- Early Childhood Care and Education training or equivalent combination of education and experience with at least three years previous experience working with children and their families.
- Minimum three years' previous work experience in a similar environment is required. Previous supervisory and management experience is preferred.
- Current Level I First Aid certificate.
- Advanced computer skills.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 03/20/2019

OCS Posting #:A21302

Job Skills and Abilities:

- Demonstrated knowledge of childcare issues, trends and practice.
- Demonstrated competency for and understanding of a community development approach and community based service delivery.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Demonstrated planning, organizational and administrative skills.
- Demonstrated ability to develop program related reference and resource materials.
- High degree of flexibility and initiative
- Commitment to a problem solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Must complete a six (6) month probationary period before staff are permanent employees, unless otherwise specified by contract conditions.
- Have no relevant criminal history.
- Crisis Line experience an asset.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE:

Resumes will be reviewed starting [March 27, 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 [#A21302] and outlining your qualifications and related experience for the position.