

# POSTING

## TRAINING COORDINATOR Permanent Full Time (35 hours per week) (Evenings and Some Saturdays Required)

### Child Care Resource and Referral Program

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This position coordinates the development and implementation of training opportunities for early care and learning professionals, educators, child care providers and parents.

#### KEY DUTIES AND RESPONSIBILITIES

- Coordinates the development and implementation of child care provider and parent education opportunities.
- Supports with the weekly bulletin.
- Assists with the updates and maintenance of the program and provincial websites.
- Inputs data into the online registration system
- Supports social media and our online presence.
- May respond to enquiries from families, the child care community and the general public seeking information on all issues related to children and families.
- Maintains a working knowledge of child care services, community services, resource persons and a wide range of child care issues and initiatives, and dispenses this information for child care providers, families and the community.
- Assists in the planning and implementation of special events and represents the CCRR program and options community Services in the child care and broader communities.

#### 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.
- Current Level I First Aid Certificate.
- Strong level of computer proficiency.

##### Job Skills and Abilities:

- Demonstrated knowledge of child care issues, trends and practice.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Well-developed planning, organizational and administrative skills.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.

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**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.

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- Ability to identify sensitive issues and maintain confidentiality.
- Strong knowledge of technical systems and computer applications such as InDesign, other Adobe Programs and WordPress.
- 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 [April 10, 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](mailto:sharlene.wedel@options.bc.ca)

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21321] and outlining your qualifications and related experience for the position.

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