

POSTING

EARLY CHILDHOOD RESOURCE CONSULTANT Permanent Part Time (16 hours per week) (Evening and Saturday hours required)

Child Care Resource and Referral Program

This position responds to enquiries from the child care community and the general public regarding a wide range of issues regarding early childhood care and education resources. Where appropriate, referrals are given to appropriate programs or services. The position is actively engaged in the development and maintenance of the Early Childhood Resource Library. They work in co-ordination with the Child Care Options Resource and Referral (CCORR) program.

KEY DUTIES AND RESPONSIBILITIES

- Assistance to library patrons and opening library subscriptions for new patrons;
- Presentation of information sessions and tours to potential user groups and the general public;
- Development of library resources as required;
- Maintenance of the physical library space and resources including cleaning and repair of library materials;
- Management of library transactions including circulation, reservations, holds, fine collection, missing items, and communication with library users;
- Maintain a working knowledge of the library software;
- Participate in ongoing planning and development of ECR library services.

QUALIFICATIONS

Education, Training, and Experience:

- Early Childhood Education and/or equivalent education and one year previous experience working with young children and parents.
- Current Level I First Aid certificate.
- Basic to advanced computer training and experience.
- A valid Class 5 BC Driver's License and a reliable vehicle

Job Skills and Abilities:

- Knowledge and understanding of current child care practice, issues, trends and community resources;
- Ability to take initiative, work independently and as part of a team;

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: 09/10/2019

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- Valid Level 1 First Aid Certificate;
- Good computer skills and experience with library database systems;
- Class 5 Driver's License and use of a reliable vehicle;
- Second language ability an asset.
- Crisis Line experience an asset.

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

CLOSING DATE: Resumes will be reviewed starting [September 17, 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 [#A21435] and outlining your qualifications and related experience for the position.

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