

We're Hiring!

**Posting:
A21800**

**Early Childhood Resource Consultant
Temporary Full Time
(35 hours per week)**

**Child Care Options
Resource and Referral**

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

The Early Childhood Resource Consultant 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. This position is a 12 month term with the possibility of extension and requires availability to work evenings and Saturdays.

HIGHLIGHTS OF KEY 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

The candidate must have:

- 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

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

Posted: 21-Apr-27

Knowledge Skills and Abilities:

- Must be able to work evenings and Saturdays.
- 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;
- Knowledge of technical systems and computer applications and a willingness to learn.
- Class 5 Driver's License and use of a reliable vehicle;
- No relevant criminal history;

Assets include:

- Second language ability.
- Crisis Line experience.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

CLOSING DATE: Resumes will be reviewed starting **May 3, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Michelle Davies, Program Manager
Options Community Services Society

Email: Michelle.Davies@options.bc.ca

Please include a cover letter indicating the posting number **[#21800]** and detailed resume outlining your qualifications and related experience for the position.

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