

We're Hiring!



**Posting:
A21969**

**Early Childhood Resource
Consultant**
Temporary Full-Time, until August 29, 2022
(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.

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.

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:

- 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.

Knowledge Skills and Abilities:

- Ability to work under pressure in a fast-paced environment.

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

Posted: 21-Dec-03

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

- Ability to work independently, set priorities, and manage multiple tasks.
- Well developed organizational and office skills.
- Proficiency in written, oral and interpersonal communication skills.
- Demonstrated excellence in customer service.
- Ability to create high-quality resource materials.
- Knowledge of technical systems and computer applications and a willingness to learn.
- Demonstrated effectiveness as part of a staff team.
- Commitment to a problem solving approach.
- Ability to identify sensitive issues and maintain confidentiality.
- Must be sensitive to and respectful of cultural and lifestyle diversity.
- Demonstrated competency for and understanding of a community development approach and community based service delivery.
- Demonstrated knowledge of child care issues, trends and practice.
- Second language an asset.

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.

Applicants may be required to provide proof of Covid-19 vaccination.

CLOSING DATE: Resumes will be reviewed starting **December 9, 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 [**#21969**] and detailed resume outlining your qualifications and related experience for the position.

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