

We're Hiring!



EARLY CHILDHOOD RESOURCE CONSULTANT

Posting Requisition	21993	Program	<i>Child care resource and referral program</i>
Job Type	<i>Permanent, Full-time</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open Until Filled</i>

Options Community Services is 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.

Child care resource and referral program works with the community to strive for quality inclusive child care services that meet the needs of local families and promotes the healthy development of children. Caregivers can get assistance in finding quality child care for their children while child care providers can increase their ability to provide quality childcare services. Services are provided in Surrey, White Rock and Delta.

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 and Early Years Centre reception staff.

ACCOUNTABILITIES

- 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.
- Performs other duties, as required.

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.
- A valid Class 5 BC Driver's License and a reliable vehicle.
- Crisis line experience is an asset.
- Second language is an asset.

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Skills and Abilities:

- Ability to work under pressure in a fast-paced environment.
- 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.
- Ability to identify sensitive issues and maintain confidentiality
- Must be sensitive to and respectful of cultural and lifestyle diversity.
- Ability to take initiative, work independently and as part of a team;
- Good computer skills and experience with library database systems;
- Class 5 Driver's License and use of a reliable vehicle;
- No relevant criminal history.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants will be required to provide proof of Covid -19 vaccination.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position.*

PLEASE APPLY TO: Michelle Davies, Program Manager
Options Community Services Society
Email: michelle.davies@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #21993] and outlining your qualifications and related experience for the position.