

**We're Hiring!**



## COMMUNITY CONNECTOR

<b>Posting Requisition</b>	22371	<b>Program</b>	<i>Child Care Resource and Referral Program</i>
<b>Job Type</b>	<i>Temporary, Full-time (18 months until April 31, 2025)</i>	<b>Location</b>	<i>Surrey, BC</i>
<b>Hours of work</b>	<i>35 hours per week</i>	<b>Closing Date</b>	<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.

This position is responsible for providing support, education, access to resources and professional consultation on child care issues to parents, child care providers, early learning professionals and the broader community. They are actively engaged in the development and implementation of services to the community which will enhance the availability and quality of a range of child care options for families.

### ACCOUNTABILITIES

- Adheres to the policies and standards of Options Community Services Society, as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Through the provision of education and support, build the capacity of parents and child care providers/early learning professionals to support young children and their families in the context of early childhood development.
- Facilitates a variety of community connections with individuals working with young children and their families, provide resources, organize and mentor in order to support their work.
- Assists in the development, implementation and monitoring of recruitment, assessment, training and support strategies for child care providers.
- Maintains a working knowledge of the BC Revised Early Learning Framework, child care services, community services, resource persons and a wide range of child care issues and initiatives, and dispenses this information for care providers, families and the community.
- Assists in the planning and implementation of special events, and represents the CCRR program and OCS in the child care and broader communities.
- Address parenting questions and concerns of families with young children and provide parent education to improve parenting knowledge, to build healthy parent- child relationships.
- Share culturally-responsive, developmentally-appropriate tools and resources; facilitate referrals; and offer practical ideas to help reduce stress for families and their children.
- Develop, present and facilitate public presentations to community partners, businesses and other networks. Facilitate access to CCRR resources.
- Write reports, evaluations, and program summaries as required.
- Follows written and verbal directives from the immediate supervisor, executive director or designate.

### QUALIFICATIONS

**Education, Training, and Experience:**

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- Bachelor's Degree in the field of Early Childhood Education, and/or a combination of education and related experience.
- At least one year of Early Childhood Care and Education training or equivalent combination of education and experience with at least three years previous experience working with children.
- Comprehensive knowledge of Early Years programs, services, and challenges
- Current Level I First Aid Certificate

**Skills and Abilities:**

- Demonstrated success with collaborative program implementation.
- Proven experience with community development and mobilization.
- Outstanding written and verbal communication skills.
- Understanding of the current realities facing parents, families, and children aged 0-6 years in Surrey.
- Capacity and confidence in engaging a range of families and young children, representing immense linguistic/cultural/socio-economic diversity.
- Build connections with early learning programs to promote and enhance the availability and quality of a range of child care options for families.
- Crisis Line experience an asset

**SPECIAL REQUIREMENTS**

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

*\*An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position. This position is open to all qualified applicants.*

**PLEASE APPLY TO:** Michelle Davies, Program Manager  
Options Community Services Society  
Email: [Michelle.Davies@options.bc.ca](mailto:Michelle.Davies@options.bc.ca)

**Please include a cover letter clearly indicating the posting number [posting #22371 and outlining your qualifications and related experience for the position]**