



EMPLOYMENT POSTING:

Child Care Resource and Referral Program Coordinator and Municipal Consultant

Founded in 1976, North Shore Community Resources' (NSCR) mission is to enhance well-being, social connections, empowerment, and community participation by designing and delivering programs and services to create a thriving North Shore. To learn more about NSCR, see our [Annual Report](#) and visit our website at www.nscr.ca.

NSCR seeks a permanent **full-time** (35 hours/week) **Child Care Resource and Referral Program Coordinator and Municipal Consultant** to assist the Manager, Child & Parent Programs. Child Care Resource and Referral (CCRRs) programs enhance the availability and accessibility of a range of child care options and services and build relationships within the child care sector to support the advancement of the ChildCareBC Plan. As the lead non-management staff person, the CCRR Program Coordinator will provide a variety of administrative assistance to the program including communication, budget management and scheduling needs. The Municipal Consultant is the lead staff member responsible for supporting licensed group child care providers and early years educators on the North Shore.

Responsibilities

As the CCRR Program Coordinator (0.4 FTE), the Coordinator will:

- Coordinate and manage NSCR CCRR program extended hours and staff scheduling
- Assist the Manager with program implementation and reporting according to various funder requirements and NSCR Evaluation Frameworks
- Assist the Manager to ensure a culture of integrity, timeliness and accountability among staff within the program
- Represent the CCRR program and NSCR on committees and in the community
- Assist the Manager to promote and market the CCRR program in the community by attending meetings, presenting to Early Childhood Educators and community partners and preparing CCRR promotional materials including drafting newsletters, social media, and other promotional efforts
- Maintain knowledge of community services and resource persons and relaying this information to the child care and early learning community
- Provide coverage for CCRR program staff as needed

In the Municipal Child Care Consultant (0.6 FTE), the Consultant will:

- Support and provide consultations to potential child care operators and current licensed child care operators and managers, and early childhood educators.
- Facilitate/coordinate the Administrators Networking group and provide leadership along with administrative duties to the Child Care Planning Committee
- Liaise closely with the three municipalities on how to best support child care development and issue management on the North Shore
- Lead in planning, implementing and overseeing CCRR workshops and other professional development opportunities for early years professionals
- Lead to host CCRR in-person workshops
- Coordinate the Responsible Adult Training course
- Assist with coverage of other CCRR team members as required with ACCB, child care Referrals, outreach, lending library duties, drop in programs, and other responsibilities
- Other duties and tasks as assigned

Qualifications, Skills and Experience:

- Relevant degree or valid BC Early Childhood Certificate/Diploma
- Minimum of 3 years' experience in child care centers with supervisory responsibility
- Excellent interpersonal, leadership, communication (written and oral) & presentation skills.
- Superior organizational skills
- Ability to work independently as well as seek assistance/direction as appropriate
- Understanding of and experience with client relationships and professional ethics (Code of Ethics ECEBC)
- Appropriate computer (Word, Excel, Zoom, etc.) and other technological literacy
- A valid Class 5 British Columbia driver's license and vehicle
- Appropriate Criminal Records & Vulnerable Sector Check
- One or more additional languages will be an asset
- Ability to work evenings and weekends

NSCR offers a wage of \$30.00 - \$31.00 per hour plus benefits including extended health/dental, vacation and RRSP as well as an excellent workplace culture.

Applications:

Please send *electronic* applications (cover letter + resume) to Martha Scully, Manager of Child and Parent Programs: martha.scully@nscr.ca

NSCR values diversity and inclusivity. We encourage all individuals inclusive of any identity to apply. Only those applicants selected for an interview will be contacted. We thank all individuals who have submitted an application for their interest.

Start Date: As soon as possible