



TRAIL FAMILY AND INDIVIDUAL RESOURCE CENTRE SOCIETY

WORKING WITH FAMILIES FOR A STRONG COMMUNITY

2079 COLUMBIA AVENUE TRAIL BC V1R 1K7 PHONE: 250-364-2326 FAX: 250-364-1255 www.trailfair.ca

INTERNAL / EXTERNAL POSTING CHILD CARE RESOURCE and REFERRAL (CCRR) CONSULTANT

The CCRR program is accepting applications for one (1) 40 hour per week position and one (1) casual position (no guarantee of hours). Hours of work are typically from Monday to Friday with some flexibility to accommodate special events and workshops as needed. Wages are paid in accordance with the FAIR Wage Grid: Level 11 (\$19.27 to \$22.44 per hour). Health benefits, sick time, vacation and statutory holiday pay will be provided in accordance with FAIR policies. This position is located in FAIR's main office building at 2079 Columbia Avenue and reports to the Childcare Resource and Referral Program Coordinator.

JOB SUMMARY

- Provide childcare information and referrals and support to childcare providers and families.
- Provide reception and clerical duties and maintain files and records as required.

DUTIES

- Provide information on childcare options to parents.
- Provide information and assistance to childcare providers and prospective new childcare providers.
- Assist parents with Affordable Child Care Benefit.
- Manage the Toy Lending Library.
- Produce and distribute the newsletter.
- Answer phones and provide general clerical duties.

QUALIFICATIONS

- Early Childhood Education certificate
- Knowledge of childcare standards and licensing requirements.
- Excellent communication skills with young children and adults.
- Ability to interact with children in a creative, flexible and caring manner and to effectively model this behaviour for parents and other caregivers.
- Ability to deal with challenging behaviour (in both children and adults) in a calm, warm and respectful manner.
- Excellent communication skills with young children and adults.
- Experience in adult education and/or group facilitation would be a strong asset.
- Experience in caring for children in a variety of daycare environments would be an asset.

Interested applicants should submit a current resume plus a covering letter to Janet MacNeil, Executive Director at jmacneil@trailfair.ca by 4pm on Tuesday, August 25, 2020.

Note: All positions at Trail FAIR are subject to satisfactory clearance results from the *Provincial Ministry of Justice Security Programs Division Criminal Records Review Program*.