



Richmond Cares, Richmond Gives

Child Care Resource and Referral Full-Time Position 2025

Job Title

Resource and Referral Coordinator, Child Care Resource and Referral

Job summary

Provides administration and clerical support for programs and services within the CCRR under the direction of the Manager, Child Care Resource and Referral Program. Facilitates the development and maintenance of the Richmond Early Years Library, including database management, creation of early learning resources, and patron support and education. Responds to enquiries on a wide range of issues regarding child care, education, and related community-based services. Participates in the planning and implementation of a stimulating, culturally sensitive and age-appropriate program that offers a safe and positive learning environment for children.

Summary of essential job functions

- Maintain a high level of understanding of child care needs and child care options in the community
- Respond to in-person, email, and telephone enquiries about programs and community services
- Maintain and update the agency's information, website, and databases on child care resources, CCRR program activities and events, and child care related services available in the community
- Collect, organize, and summarize data for a variety of reports, questionnaires, forms, and letters
- Develop and prepare content including copy, images, infographics, and presentations to support and promote CCRR services in the community
- Provide administrative and technical support for the Early Years Library including cataloguing, maintenance, circulation, patron oversight, acquisition, education, and assist with planning and delivery of programs as needed
- Liaise with other staff and volunteers in a team approach to program planning and delivery
- Liaise and collaborate with community partners as required

Minimum education and experience requirements

- High school graduation plus 5 years of office administrative experience, or post-secondary education plus 3 years of experience of office administration
- 3-5 years of experience in the field of child care OR
- 2-3 years of experience in the field of library administration with children's programming

Skills and abilities required

- 5 years prior administrative/clerical/office experience
- Fluent in English with excellent written and oral communication skills
- Proficient in MS Office, Excel, with Adobe Creative Suite as an asset
- Highly organized with ability to prioritize in a multi-task environment
- High attention to detail and accuracy
- Previous experience with databases and library systems a plus
- Enjoys interacting with the public, parents, caregivers and children
- Able to work in a team environment
- Must be adaptable and a self-starter
- Second language desirable

Certificates, Licenses, Membership requirements

- Current ECE certificate, experience in providing child care or equivalent desirable
- Valid Occupational First Aid Level 1 certificate
- Valid BC Driver's License

Additional information

- Must successfully complete a Criminal Record Check

Time Commitment:

- 35 hours per week
- Must be available to work evenings and occasional weekends to support program activities
- Position to commence May 12, 2025

Pay rate: \$26-30/hour dependant on experience.

Richmond Cares, Richmond Gives, is a non-profit charitable organization that has been providing community services in Richmond for over 50 years. Our aim is to "bring people and services together through community information and volunteerism." Our programs include: a volunteer centre, community information and referral, Richmond Senior Peer Counselling, Volunteer Shopping programs, Seniors Information & Referral Program, Leadership Richmond, Child Care Resource and Referral, and the Richmond Christmas Fund. See www.rcrg.org.

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Application Deadline: By 5pm Tuesday, April 22, 2025