



Childcare Resource and Referral Consultant

Location: Whistler

Hours of Work: 14hrs/wk, Tues & Thurs 9am-1pm; other hours are flexible.

Nature of position: Permanent, Part-Time

Compensation: \$27.54

Position posted on: April 2, 2025

Start date: May 19, 2025

ABOUT SSCS:

Founded in 1978, Sea to Sky Community Services (SSCS) is a leading social service provider in BC's Sea to Sky Corridor. We operate within a large geographic area - from Pemberton to Britannia Beach. We offer 41 programs and services that support and enhance the lives of residents through all ages and stages of life. Our programs include early childhood development, childcare, counselling, family support, youth services, community living services and affordable housing. We help create healthy, connected and diverse communities where everyone can grow, develop and lead meaningful lives.

Contribution:

Provides resource and consultation services to parents and family-based childcare providers. Maintains a childcare registry and a variety of resources.

Qualifications:

1. Early Childhood Education Certificate.
2. Minimum of two (2) years recent, related experience.
3. Or an equivalent combination of education, training and experience.
4. Valid Driver's License.

Job skills and abilities:

1. Demonstrated knowledge of the childcare system and the needs of families, children and childcare providers.
2. Good written and verbal communication skills including facilitation skills.
3. Demonstrated ability to work collaboratively with families, professionals and community groups.
4. Good organizational and problem-solving skills.
5. Ability to work independently and as a member of a team.
6. Ability to work outside regular office hours including after school, evenings and weekends.
7. Basic computer skills – including MS Word, Excel and MS Publisher.

Responsibilities:

1. Responds to telephone and in-person inquiries from parents and potential or existing childcare providers on issues related to childcare services. Provides resource materials and information on community resources, services and local childcare providers.
2. Provides consultation to childcare providers and potential childcare providers in areas such as start-up and operation, licensing requirements, safety standards, and programming. Conducts initial and follow-up visits to childcare providers.
3. Develops and produces newsletters, program brochures and pamphlets in conjunction with other staff. Develops, selects and acquires resource materials in consultation with the CCRR Consultant.
4. Maintains the lending library and resource materials by performing duties such as organizing resources and equipment, performing inventory, laminating, photocopying, purchasing supplies and maintaining library membership, loan and return records.
5. Plans, conducts and/or participates in the delivery of workshops, networking and educational events for parents and childcare providers and other special events as required in consultation with the CCRR Consultant.
6. Promotes the program and recruits childcare providers through channels such as public service announcements, classified advertising and posters and brochures.
7. Liaises with community service providers and other professionals to coordinate service provision.
8. Attends staff meetings as required.
9. Maintains a registry of childcare providers in accordance with established policies and guidelines.
10. Maintains related records and statistics and produces reports as required.
11. Performs other related duties as required.

Requirements:

1. Criminal Record Review.
2. Signed confidentiality form.
3. Approved reference check.

Benefits and Perks:

Healthcare: We offer an extended health program for employees who work 20 hrs/wk or more. The program through Group Health covers MSP premiums, dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% paid by the employer.

Vacation & Leave: Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

Retirement Pension: When eligible, an employee will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

Other Perks: Casual dress, employee events, on-site parking, paid sick days, and more.

Compensation: As per the BCGEU Collective Agreement, the wage is \$27.54 per hour.

Apply today: jobs@sscs.ca