

## External Job Posting

### CHILD CARE RESOURCE & REFERRAL COORDINATOR

Regular Part Time: 32 hrs per week

Wage: \$34.78 - \$39.93 per hour (JJEP Wage Grid Level 14)

Location: Nelson, BC

Under the direction of the Director of Programs, the Child Care Resource and Referral (CCRR) Coordinator is responsible for the development, planning, implementation and management of the Child Care Resource and Referral Program. The coordinator supervises and supports staff, oversees day-to-day activities, conducts budget oversight, and participates in program development, formulation of policies and procedures, and program evaluation.

#### The Ideal Candidate will:

- Plans and implements program activities including workshops, training and networking events
- Formulates program procedures & deliverables and evaluates the program in consultation with the supervisor
- Oversees the day-to-day operation of the program including Outreach Program & Toy Lending Library
- Orient, supervise, mentor and evaluate Child Care Resource & Referral Program staff
- In collaboration with community agencies, support the provision of services to caregivers, families and other early childhood development services
- Participate in relevant meetings and advisory groups
- Completes reports and develop and conducts budget oversight and monitoring.

#### Qualifications, knowledge, skills and experience

- Diploma in related human/social service field
- Minimum 3 years' experience working with families and caregivers in the child care profession and 1-year supervisory experience
- Knowledge of and experience in child care programs
- Demonstrated skills in leadership, supervision, public relations and group training
- Proven organizational, planning and financial management skills
- Proven interpersonal and written communication skills
- Knowledge of child development, community resources and government child care regulations
- Computer literacy including proficient in Microsoft Office 365
- Access to a reliable insured vehicle and a valid B.C. driver's license.

#### What is in it for you?

- Three weeks' vacation per year, increasing with years of service, prorated based on FTE
- Sick time accrued at the rate of one day (prorated) per month
- Financial support and paid time to participate in high quality professional development
- In-house access to other professional services to support your work
- Access to extended health and dental benefits after the three-month probationary period (pending eligibility)
- Registration in the Municipal Pension Program after two years of continuous service.

Kootenay Kids Society is a multi-service Non-profit with a 50-year history of supporting families and young children in the Nelson area. We operate multiple programs with over 50 staff and four locations in Nelson. Funded largely by government contracts, we deliver a wide range of programs and services including licensed childcare, Indigenous family programs, resources for childcare providers, physiotherapy and occupational therapy for young children, parent education programs, and opportunities for families to meet socially and connect with each other. We are unionized through the British Columbia Government and Service Employees' Union.

### **How to apply**

Please send your resume and cover letter to [operations@kootenaykids.ca](mailto:operations@kootenaykids.ca) by 4:00pm on the **12<sup>th</sup> of April 2026**. We thank all applicants for their interest, and we will be in touch if you are selected for an interview. If you are selected for this position, we will require your consent to a criminal record check and membership to the BCGEU union.

Kootenay Kids Society strives to create an environment that celebrates diversity, fosters a culture of inclusion for all and empowers underrepresented voices. As part of our commitment to equity, diversity and inclusion, we encourage applications from diverse backgrounds to apply. Kootenay Kids Society will consider all qualified applicants and make decisions that are based on skill and ability.