

Child Care Resource & Referral Consultant

Full-Time - 35 Hours/Week

Temporary Until March 31, 2027 with the Possibility of Extension

Job Summary:

As part of the Child Care Resource and Referral team, to assist in the daily operations of a resource program that serves primarily, parents and child care providers. Some evening and weekend hours are required.

Qualifications:

Education, Training and Experience:

- Certificate in Early Childhood Education.
- Experience successfully supporting adults and children.
- Competency and experience with administrative duties and computer applications.

Job Skills and Abilities:

- Excellent communication skills, both oral and written.
- Good organizational, time, and general management skills.
- Demonstrated ability to provide strong customer service and support.
- Valid driver's license and reliable vehicle with appropriate insurance.

Additional Information:

Program delivery activities may require a moderate level of physical fitness and energy level to effectively carry out duties of the position. This position will be required to work in the Fraser Cascade and Chilliwack districts.

Key Duties and Responsibilities:

1. Provides ongoing support and resources to child care providers, including support in their homes and child care facilities.
2. Participates in the planning and implementation of educational opportunities, special events and networking.
3. Maintains files, statistics and client tracking. Submits relevant reports to the Program Coordinator.
4. Makes recommendations with regard to the development of the program and participates in the program evaluations.
5. Promotes the service in the community and does public relations work relative to job responsibilities.
6. Maintains good working relationships with other agencies, the business community, and volunteers in the community.

7. Ensures that program standards, guidelines and policies of the organization are maintained.
8. Provides parents with child care information and referrals.
9. Assists with ACCB applications.
10. Plans, facilitates, participates and assists with workshops and trainings, as required.
11. Provides community programming for families including educational sessions and drop in play opportunities.
12. Provides support to clients who would like to open child care facilities, including sharing funding options and information regarding licensing.
13. Participates in supervisory, staff development and team meetings as scheduled.
14. Promotes the service in the community and does public relations work relative to job responsibilities.
15. Completes all mandatory learning requirements.
16. Performs other relevant duties as may be required.

General:

- Wage rate as per BCGEU Collective Agreement, Child Care Resource & Referral Worker – Grid 11 - \$29.22 per hour plus health and dental benefits.
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the CCRR Coordinator.
- This position is under the Early Years department.

To apply for this position, please go to our website at:

<https://www.comserv.bc.ca/careers/>

Internal Staff apply through your ADP Work Force Now Career Centre.

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short-listed applicants will be contacted.

Closing Date: July 20, 2026