

External Job Posting

CHILD CARE RESOURCE & REFERRAL COORDINATOR

Regular Part Time: 32 hrs per week

Wage: \$35.82- \$41.13 per hour (JJEP Wage Grid Level 14)

Location: Nelson, BC

Start date: 21 Sep 2026

Under the direction of the Director of Programs, the Child Care Resource and Referral (CCRR) Coordinator is responsible for developing, planning, implementing and managing program activities and resources to support families, childcare providers and early childhood educators in the CCRR program's service area.

The ideal candidate is passionate about early childhood development, culturally inclusive and safe practices, and meaningful community connections. If you have experience in family support, childcare resources, community outreach and facilitating training, we encourage you to apply to be part of our dedicated team.

The Ideal Candidate will:

- Oversee day-to-day program operation including the Outreach Program & Resource Lending Library
- Orient, supervise, mentor and evaluate Child Care Resource & Referral Program staff
- Plan and implement program activities including workshops, trainings and community events
- Develop content and presentations to support and promote CCRR services
- Maintain a high level of understanding of childcare needs and childcare options in the program's service area
- Provide administrative support for the outreach team and the early years resource lending library including cataloguing, maintenance, circulation, patron oversight, acquisition, and education
- Actively work with and support program initiatives for recruitment and retention of the ECE profession and caregivers
- Liaise with CCRR program and Kootenay Kids staff in a team approach to program planning and delivery
- Formulate program procedures, objectives and deliverables
- Evaluate the program in consultation with the Director of Programs
- Collect, organize, and summarize data for a variety of reports, questionnaires, forms, and letters
- Assist in developing the program budget and conducting program budget oversight
- Participate in relevant meetings and advisory groups

Qualifications

- Diploma or degree in a related human/social service field
- Early Childhood Educator (ECE) certificate
- Minimum of 3 years' experience working with families and caregivers in the child care profession and 1-year supervisory experience or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

Website: <https://kootenaykids.ca/>

Facebook: <https://www.facebook.com/Kootenay.Kids.Society>

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- Enjoys interacting with the public, parents, caregivers, and children
- Ability to plan and facilitate public presentations, meetings, trainings and workshops
- Highly organized, with an ability to prioritize in a multi-task environment
- Excellent interpersonal skills, with high attention to detail and accuracy
- Demonstrated financial management and team building skills
- Proven oral and written communication skills, including fluency in English. Additional languages an asset
- Knowledge of child development, community resources and government childcare regulations
- Understanding of and commitment to cultural competency
- Computer literacy including proficiency in Microsoft Office, Canva and Adobe
- 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 60 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 by 5:00pm on the **31st of July 2026**.

We thank all applicants for their interest, and we will be in touch if you are selected for an interview (which are taking place between 5-13 August). If you are selected for this position, we will require your consent to a criminal record check and membership to the BCGEU union.

This position will start on or before Monday, **September 21, 2026**.

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.