



Childcare Resource and Referral Consultant

Location: Whistler + occasional travel to Squamish

Work Hours: 20 hrs/wk, Mon-Fri, no set days, flexible hours

Position posted on: September 02, 2022

Closing Date: Open until filled

Start date: September 09 or ASAP

Compensation: \$23.10/hour

Nature of position: Permanent Part-Time

ABOUT SSCS:

Founded in 1978, Sea to Sky Community Services (SSCS) is one of BC's most respected and established community service organizations. We operate within a large geographic area supporting individuals and families living in the Sea to Sky Corridor. We offer 41 programs and services, including early childhood development, childcare, affordable housing, outreach, counselling, family support, seniors and youth services, community living services and respite. We provide a range of services that support our communities and residents through all ages and stages of their lives. Last year, SSCS served 6500 individuals and families in our region.

The Child Care Resource and Referral Consultant Provides resource and consultation services to parents and family-based child care providers. Maintains a child care 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

Requirements:

1. Criminal record review
2. Signed confidentiality form
3. Approved reference check
4. Immunization record
5. Proof of full Covid-19 vaccination required

Benefits and Perks:

Healthcare: We offer an extended health program through Group Health that 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% employer-paid.

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 SCS.

Other Perks: Casual dress, flexible hours, paid sick days, and more.

Compensation: \$23.10 per hour.

Apply today at: jobs@sscs.ca