

INTERNAL POSTING

EXTERNAL POSTING

DATE: April 15, 2024

PROGRAM: Childcare Resource & Referral Program

POSITION: Program Assistant – 2 Positions

LOCATION: Maple Ridge, BC

Reporting to the Program Supervisor, the Program Assistant is responsible for the provision of service to care providers and parents/children through the CCRR program.

ACCOUNTABILITIES

- Recruitment, assessment and ongoing support of caregivers and provision of information and referrals to parents;
- Providing support to the program's member care providers;
- Collaborating closely with parents regarding information pertaining to the selection of quality care;
- Promoting and providing information about the Child Care Resource and Referral Program and Daycare within the communities;
- Organize training courses, workshops and caregiver events as per program plans;
- Facilitating play groups for parents and children;
- Researching and compiling the program's newsletter with input and guidance from the supervisor;
- Creating informative and eye-catching social media posts to the program social media sites and various events hosted by the program;
- Assists with completing forms, documents, along with other reports, proposals, etc., for funding, evaluation, data collection and statistical analysis as required.

QUALIFICATIONS

Education, Training and Experience

- Early Childhood Education diploma, with a minimum of one year recent and relevant experience
- Knowledge of and proficiency in creating engaging and visually appealing social media content using Canva
- Capable of maintaining records, forms and statistics required for the program
- Well organized and able to work independently within the program guidelines

Additional Requirements:

- Clear Criminal Record
- Current First Aid Training and CPR
- Must have a valid unrestricted Class 5 B.C. Driver's License
- A clear driver's record check (annually)
- Must have an available, reliable vehicle and vehicle liability insurance in accordance with Community Services policies and procedures
- Union Membership

Shift/Schedule/Hours per week:

1 position - 32 hours per week (Tues through Sat), including Wednesday evening

1 position - 23 hours per week (Wed through Sat), including Wednesday evening

Expected Start Date: ASAP

Wage/Salary: starting at \$27.54/hour

Grid Level: 11

Application Deadline: April 22, 2024

Submit Applications to: jmackenzie@comservice.bc.ca

Our successful applicant will be informed and accepting of cultural diversity, and have the ability to work and support all people with dignity and respect. This position is open to all applicants.

CC: Local Union Chair; Reception