

**We're Hiring!**



## PROFESSIONAL DEVELOPMENT REGISTRATION COORDINATOR

Posting Requisition	2024-089	Program	CCRR
Job Type	Regular, Part-time	Location	Surrey, BC
Hours of work	21 hours per week	Closing Date	Open Until filled

**Salary - \$27.31 hourly (subject to our funding model)**

Options Community Services is a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

This position supports the development and implementation of training opportunities for early care and learning professionals, educators, child care providers and parents.

### ACCOUNTABILITIES

- Supports the development and implementation of childcare provider and parent education opportunities.
- Assists with the updates and maintenance of the program and provincial websites.
- Inputs data into the online registration system
- Compiles professional development evaluations.
- Co-ordinates the registration for childcare provider and parent workshops and training which includes assisting with room set up, attendance and certificates.
- Responsible for accounting and cash handling according to policies and procedures.
- Provides telephone support to childcare facilities and facilitates access to CCRR resources.
- May respond to enquiries from families, the childcare community and the public seeking information on all issues related to children and families.
- Maintains a working knowledge of childcare services, community services, resource persons and a wide range of childcare issues and initiatives, and dispenses this information for childcare providers, families, and the community.
- Assists in the planning and implementation of special events and represents the CCRR program and Options Community Services in childcare and broader communities.
- Performs other related duties as required.

### QUALIFICATIONS

#### Education, Training, and Experience:

- Early Childhood Care and Education training or equivalent combination of education and experience with at least three (3) years' previous experience working with young children and their families.
- Current Level I First Aid Certificate.
- Strong level of computer proficiency.

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**Skills and Abilities:**

- Demonstrated competency for and understanding of a community development approach and community-based service delivery.
- Demonstrated knowledge of child care issues, trends and practice.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Well-developed planning, organizational and administrative skills.
- Commitment to a problem-solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Ability to identify sensitive issues and maintain confidentiality.
- Strong knowledge of technical systems and basic computer applications.
- Must complete a six (6) month probationary period before staff are permanent employees, unless otherwise specified by contract conditions.
- Have no relevant criminal history.

**SPECIAL REQUIREMENTS**

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.

**PLEASE APPLY TO:**

Michelle Davies, Program Manager

Options Community Services Society

Email: [michelle.davies@options.bc.ca](mailto:michelle.davies@options.bc.ca)

**No phone calls please**

**Please include a cover letter clearly indicating the posting number [posting #2024-089] and outlining your qualifications and related experience for the position.**