

POSTING

RECEPTION AND INFORMATION Permanent Part Time (17 hours per week) (Some evenings and Saturdays required)

Child Care Options Resource and Referral Program

This position responds to enquiries from families, the child care community and the general public on a wide range of issues regarding early childhood care and education. Referrals are given to appropriate programs or services. They manage and maintain the Early Years Learning Store. They work in co-ordination with the staff team.

QUALIFICATIONS

Education, Training, and Experience

- Diploma in Early Childhood Education. Consideration will be given to other related education and experience.
- Minimum of two years general office experience that includes reception and clerical functions.
- Valid Level I First Aid Certificate.
- Basic computer skills.
- Responsible, self motivated, detail oriented and ability to multi-task.
- Experience with computers, including basic word processing, Excel.
- Keyboard skills appropriate for routine use of computer applications.

Job Skills and Abilities:

- Professional telephone manner, experience with information and referral.
- Strong organization skills and ability to work well under pressure.
- Experience working with cash/credit/debit and point of sale database.
- Proficiency in written, oral and interpersonal communication, reporting and record keeping.
- Demonstrated effectiveness as part of a staff team.
- Knowledge and understanding of current child care practice, issues, trends and community resources.
- Experience working with parents and the community.
- Demonstrated knowledge of and proficiency with computer applications (particularly Windows, Word, Excel, Data Base Management).
- Fluency in a second language - Punjabi, Cantonese, or Spanish.
- Experience working in a social service environment serving children and families.
- Crisis Line experience an asset.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 06/20/2018

OCS Posting #:A21139

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE: JULY 4, 2018

PLEASE APPLY TO: Sharlene Wedel, Program Manager
Options Community Services Society

#100- 6846 King George Blvd.
Surrey, BC V3W 4Z9

Email: sharlene.wedel@options.bc.ca

Please include a cover letter clearly indicating the posting number [#A21139] and outlining your qualifications and related experience for the position.