



## EXTERNAL POSTING

### INTERIOR REGION CHILDCARE RESOURCE & REFERRAL COORDINATOR

Kootenay Kids Society (KKS) is seeking a qualified candidate to fill the part-time, temporary position of Regional Childcare Resource and Referral (CCRR) Coordinator for the Interior Region.

Under the supervision of the Executive Director, the Regional CCRR Coordinator will be responsible for the development, planning, implementation and management of the Interior Regional Childcare Resource and Referral Program; working in collaboration with the four provincial regions and MCFD to enhance communication and ensure appropriate standards of operation across the province.

#### QUALIFICATIONS & SKILLS

- Bachelor's Degree in a relevant field
- Early Childhood Education Certificate
- Minimum of three years' experience in Child Care
- Demonstrated leadership and management skills
- Demonstrated ability to manage project budgets
- Demonstrated organizational skills
- Well-developed oral and written communication skills. Proficient in public relations and public speaking.
- Minimum 2 years of experience supervising staff
- Experience in marketing and promotion of programs or services.
- Experience managing stakeholder relationships.
- Demonstrated skills and experience in adult education and training, utilizing a variety of delivery methods (i.e. virtual and in-person).
- Demonstrated proficiency utilizing technology, including conference calling, virtual meeting software, MS Office (Word, Excel Outlook), SharePoint.
- Strong knowledge of the issues related to Early Learning and Care
- Strong knowledge of regional and provincial resources related to the early years

This temporary, 28 hour/week position will begin in April 2020. The posting is initially for 6 months with possible extension into a permanent position. The position requires membership with BCGEU and is open to all applicants.

The wage is consistent with JJEP Wage Grid Level 15 [\$29.53 - \$34.37] of the Collective Agreement. The position is eligible for benefits.

**Please send a resume and letter of interest to:**

Angela Morris, Operations Manager at [angelam@kootenaykids.ca](mailto:angelam@kootenaykids.ca)

**Closing Date: 4:30pm Friday 6th March, 2020**

## **KEY DUTIES AND RESPONSIBILITIES**

### **Communication, Networking and Outreach**

#### *Interior Region:*

- Ensures coordination and sharing of regional resources and information related CCRR Outreach Services. Strategies can include: Organize & lead quarterly networking meetings (face to face or teleconference) for the 13 CCRR's in the Interior Region; Facilitate on-going communication, information & idea sharing amongst Interior CCRR's; Travel to CCRR programs annually as budget allows.
- Establish relationships with individual CCRRs and provide leadership, guidance and mentorship.
- Assist individual CCRRs to implement strategies to deal with areas of concern.
- Participate in regional and community meetings as appropriate and as budget allows.
- Consult on the development and implementation of policies and procedures at the regional and CCRR program level.

#### *Provincially:*

- Assist MCFD as a resource person in the on-going review and improvements to CCRR Standards, Best Practices and standardized provincial forms.
- Support consultation between MCFD, Regional CCRRs, individual CCRRs and other partner ministries to identify and respond to child care issues, including but not limited to training needs, service delivery, complaints, resources and planning.
- Participate in provincial meetings, conference calls and training as appropriate.
- Consult on the development and implementation of policies and procedures at the provincial level.

### **Community Development and Promotion**

- Work with other regional CCRRs and MCFD to develop materials that may be used province-wide to promote CCRR services and the importance of the early years.
- Work with Interior CCRRs to develop promotional materials and activities specific to the region.
- Liaise with other regional agencies, organizations, programs and services relevant to the early years, working in partnership to strengthen community awareness of the importance of the early years and child care.
- Promote CCRRs and child care across the region.
- Coordinates the maintenance of the regional website

### **Training**

- Maintain an inventory of training, workshops and other professional development opportunities for providers in the region that can be shared.
- Assist in the development of strategies and materials that address common training needs
- In partnership with CCRRs plan and organize a training event for CCRR staff in the region
- Manage the distribution of the Provincial Professional Development Funds.

### **Leadership and Management**

- Develop and implement protocols for effective communication between CCRRs and provincial partners
- Develop and manage the regional budget to meet the goals of the program and region
- Manage the Regional Professional Development Fund
- Maintain statistics relevant to the regional program and prepare reports as required by MCFD and Kootenay Kids Society.
- Support CCRR program coordinators in managing their programs including staffing
- issues, budget management and communication issues
- Provide support and advice to host agencies in the delivery of CCRR services.
- Complete all mandatory learning requirements.
- Design and model solutions for innovation.
- Perform any other duties needed to meet the terms of the contract.