

External Job Posting

Child Care Resource & Referral Library Worker

Regular Part-time, 17 hours/week, **Location:** Nelson, BC

Wage: \$25.91– \$29.75 per hour (Grid 7)

Kootenay Kids Society is seeking a qualified candidate for the regular part time position of Child Care Resource & Referral (CCRR) Library Worker for the West Kootenay Child Care Resource and Referral Program. Under the direction of the CCRR Coordinator, the CCRR Library Worker will support the CCRR resource lending library and assist in providing support to child care providers/workforce and parents.

QUALIFICATIONS, SKILLS & REQUIREMENTS

- Early Childhood Education Assistant Certificate
- One (1) year of recent related experience or an equivalent combination of education, training and experience
- Computer literacy
- Strong organizational skills and written and verbal communication skills
- Ability to work independently and as part of a team

HOW TO APPLY

Please send your resume & cover letter to operations@kootenaykids.ca by 5:00pm on the 2nd of October 2026. This position requires working on a Saturday. We thank all applicants for their interest, and we will be in touch if you are selected for an interview. If you are selected for this position, we will require your consent to a criminal record check as well as BCGEU membership. This position will stay open until filled.

WHY WORK WITH US?

- Three weeks' vacation per year, increasing with years of service, prorated based on FTE
- Sick time accrued at the rate of one day (prorated) per month
- Financial support and paid time to participate in high-quality professional development
- In-house access to other professional services to support your work.

RESPONSIBILITIES

- Library Management: handling loans, returns, holds, memberships, and inventory management for toys and learning resources
- Client Support: Assist families in finding materials, explain library procedures, and help with applications, including Affordable Child Care Benefit
- Program Assistance: Keep the library space organized, gather resources & supplies for early learning programs and outreach staff, and assist in preparing promotional materials.
- Administration: Provide clerical support for meetings, training sessions, and workshops, track statistics on client usage, and perform basic data analysis to identify program findings.