



**Employer:** Shuswap Children's Association (SCA)  
**Program:** Child Care Resource and Referral (CCRR)  
**Job Title:** Child Care Centre & Community Support Coordinator  
**Reports To:** Executive Director

#### Job Summary

Shuswap Children's Association, originally the Shuswap Exceptional Children's Association, was founded in 1982 by a group of parents of children with support needs who found they were unable to access services for their children. They were joined by community professionals, service providers, and others who shared the goals of the parents.

The focus of the Child Care Resource and Referral Program (CCRR) is to enhance the availability and accessibility of a range of flexible, responsive, and inclusive quality childcare options and services that support the needs of children, families, and childcare providers in the Shuswap region.

Using the policies and procedures outlined by both SCA and the Province of British Columbia, it is the responsibility of the Child Care Support Program Coordinator to provide leadership and support to local child care centres and Early Childhood Educators in the community. This position will work in collaboration with ECE professionals, Supported Child Development and other community organizations to promote and support the creation of new child care spaces, support existing child care centres and promote the implementation of culturally sensitive inclusive child care and the province's Early Years Learning Framework in the community. In collaboration with the Executive Director, the Child Centre Support Program Coordinator oversees the development of the program's governing policies, including the yearly budget and business plan, and monitors the program's effectiveness through ongoing evaluation.

#### Job Responsibilities

##### *Responsibilities to Child Care Providers*

- Actively engage in the recruitment and registration of child care providers in the community
- Facilitate and support the development new child care spaces and support new Early Childhood Educators in the Shuswap region
- Oversee the maintenance of the child care provider registry.
- Provide support and resources for community child care providers through ongoing communication
- In consultation with the CCRR team, create/circulate and post quarterly e-Newsletter/e-bulleting on SCA's website and social media channels
- In collaboration with Supported Child Development, support child care providers in the community through the provision of open ended activities and the promotion of culturally sensitive inclusive childcare practices and BC's Early Learning Framework
- Encourage attendance at training opportunities in the community
- Respond to Affordable Child Care Benefit related questions
- Coordinate outreach services to child care providers and other early childhood development services

*Responsibilities to Families*

- Assist with managing the childcare referral service for families seeking childcare in the community
- Provide backup assistance with the Affordable Child Care Benefit applications to parents/caregivers as needed
- Recognize and support the unique values and beliefs and needs of different cultural groups and provide culturally sensitive services that respect and support families in the community

*Community Responsibilities*

- Assist with promoting and raising awareness of the Shuswap region's CCRR program
- Assist with providing information on childcare programs, Affordable Child Care Benefits, related services, and childcare issues to staff, families, childcare providers, and community partners
- Plan and implement training opportunities for childcare providers, including coordinating with other service providers and regional CCRR's to maximize impact and benefit
- In collaboration with community partners take a childcare perspective and promote healthy child development initiatives in the Shuswap region
- Take a leadership role in developing and implementing initiatives that support the development of a highly trained and skilled childcare industry in the Shuswap region
- Provide backup access to Toy Lending Library
- Represent CCRR on assigned Early Childhood Committee(s) and other community committees
- Plan and coordinate drop-in playgroups and programs for parents and children

*Administration*

- Manage the day-to-day operation, program planning and coordination of the childcare centre support portion of the CCRR program
- Implement the Child Care Resource and Referral Program in accordance with the philosophy and policies of Shuswap Children's Association and the provincial Child Care Resource and Referral program
- Maintain CCRR policies and procedures, program manual and job duties procedure manual
- Provide positive leadership and program oversight to the CCRR program
- In collaboration with the Executive Director plan and oversee CCRR's program budget
- Develop the CCRR program's yearly business plan in collaboration with CCRR staff and the Executive Director
- Implement the CCRR program in accordance with the philosophy and policies of both SCA and the provincial CCRR program
- Carry out regular evaluation of the CCRR program, continuous quality improvement and action planning
- Meet all provincial agency program reporting requirements in a timely manner
- Ensure CCRR assets are well-maintained
- Attend and participate in job-related courses, workshops, conferences, committees, networking as well as participate in SCA staff meetings
- Provide cross-training opportunities to CCRR staff
- Prepare program stats and reports for the Ministry of Education and Child Care and submit on time

Knowledge, Skills & Abilities

- Strong interpersonal skills that include the ability to work and communicate and collaborate effectively with parents, caregivers, and childcare providers in the community
- Possess a comprehensive knowledge of services, programs, and resources available to families both in the community and elsewhere
- Thorough knowledge of child development, family dynamics, community resources and current government childcare regulations
- An understanding of current Community Care Licensing standards and regulations

- Ability to work effectively and respectfully with other Shuswap Children's Association staff, other professionals, and service providers
- Demonstrated supervisory and administrative skills
- Ability to lead, take initiative and work in collaboration with others to support children, families, and childcare providers in the Shuswap region
- Excellent written and verbal communication skills
- Good planning, financial management and organizational skills
- Ability to deliver a family centered outreach service
- Understand and demonstrate respect for the diverse values and cultures of the families involved with the programs
- Have a creative and flexible approach to supporting families and childcare providers
- Excellent working knowledge of Microsoft Office
- Ability to work independently and as a team
- Ability to work under a family-centered model
- Ability to manage day-to-day program operations
- Ability to work collaboratively with a variety of service providers and activity groups

#### Education, Training and Experience

- Certificate, diploma, or degree in Early Childhood Education, or equivalent and a minimum of three years' experience working directly in the childcare field
- Current ECE License to Practice is considered an asset
- Experience/education in early childhood development, family dynamics, community resources and current government childcare regulations
- Comprehensive knowledge of community resources and other support services available to children and families
- An understanding of current Community Care Licensing standards and regulations
- Knowledge of Ages and Stages Questionnaire or willingness to take the training
- Food Safe Level 1 is considered an asset
- Understanding of basic financial procedures and budgeting is considered an asset

#### Requirements

- Valid Class V BC driver's license
- Must be able to provide own transportation
- Traveling to child care centres in the Shuswap region
- Current first-aid and CPR certification or willingness to take the next available class
- Criminal Record screening
- Updated vaccinations are highly encouraged

#### Hours of Work

- This is permanent full-time position, working 35 hours / week with some evening and weekends
- Hourly wage range is \$26.57 – 32.70 (Grid 4). Starting wage will be commensurate with experience

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Child Care Centre and Community Support Coordinator

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Date

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Executive Director

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Date