Child Care 
Resource & Referral Consultant 
1 Full-Time (31 - 35 hr/week) 

Position Summary: 
As part of the CCRR team, to assist in the daily operations of a resource program that serves, primarily, parents and child care providers.

Qualifications: 
- A certificate in Early Childhood Education or Family Child Care Training 
- A demonstrated ability to work successfully with adults and children 
- A demonstrated ability to provide strong customer service and support 
- A high level of competency and experience with a variety of administrative duties. 
- A high level of competency with computer applications (eg. Word, Excel, Publisher) 
- Excellent organizational, communication and interpersonal skills 
- Must be self motivated and able to work independently and as a member of a team 

Duties: 
- Provide parents with child care information and referrals. 
- Offer support to child care providers. 
- Participate in child care workshops, provider networking opportunities and provider/child drop-in. 
- Assist with child care provider screening 
- Perform a variety of administrative duties such as creating forms, maintaining files and collecting statistics. 

General: 
- Wage as per classification as per BCGEU collective agreement. 
- This position is open to both male and female applicants. 
- This position requires successful completion of a criminal record check. 
- This position reports to the Coordinator, Child Care Resource & Referral Program.

Please submit resume to: 
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Closing Date:  August 8, 2006