



## Child Care Resource and Referral Coordinator (CCRR)-Nicola Similkameen

*The YMCA BC is seeking qualified, passionate applicants to join our CCRR team!*

**Location:** Merritt CCRR office.  
Location TBD

**Schedule:** FT 35 hours/week.  
Occasional evenings or weekends required

**Competitive wage:**

- \$33.47 per hour
- paid sick days
- sick days for family members
- great benefits
- YMCA membership
- Annual YMCA Pension contribution of 5%

**Placement date:** ASAP

**Closing Date: April 14, 2024  
at 11:59pm**

Please email cover letter  
and resume to:  
[Maureen.doll@bc.ymca.ca](mailto:Maureen.doll@bc.ymca.ca)

At the YMCA we're committed to helping children and families thrive. This is an exciting opportunity to an integral part of establishing a new Childcare Resource and Referral (CCRR) in Merritt, which will provide services and support to the childcare workforce and parents throughout the Nicola-Similkameen and Gold Trail area. (Merritt, Princeton, Ashcroft, Cache Creek, Lillooet, Lytton, Gold Bridge). The CCRR will work closely with the childcare workforce, School District 58 & 74 and families with young children by providing information, support, resources, workshops, events and drop-in play-based programs and events.

Working at the YMCA means you are part of a passionate, fun, and positive working environment. At YMCA BC, we believe that people are our greatest asset. Our team members receive professional development opportunities, FREE trainings, and opportunities for growth and promotion.

### Major Responsibilities and Abilities:

Oversee day to day operations of the CCRR (Merritt-Similkameen & Gold Trail service area) to meet contract deliverables. Provide daily supervision and support of CCRR staff, including scheduling, mentoring, training recruitment, retention, and intervention as required to ensure highest quality of services to community and contract. Provides support, resources, and referral for childcare workforce and families. Services for parents include information about childcare and Affordable Childcare Benefit, help finding childcare, referral to community resources, and providing drop-in play-based opportunities. It also offers services to childcare providers, including start up and administrative information, registry listing, workshop and networking opportunities, and access to a resource and toy lending library.

### Qualifications:

- Early Childhood Education Certificate or equivalent within the social sector field
- Experience working in childcare and/or within the early years sector (Asset)
- Proven computer skills and ability to work with Microsoft Office
- Ability to work remotely and in office
- Valid Class 5 and ability to use vehicle for travel within SD 58 & 74
- Excellent time management and ability to work independently and within a larger team
- Childcare First Aid/CPR certificate an asset
- Cleared Criminal Reference Check with Vulnerable Sector Search prior to start date. The YMCA will provide applicable paperwork.