

## Richmond Cares, Richmond Gives

190-7000 Minoru Blvd, Richmond, B.C. V6Y 3Z5

Tel: 604-279-7020 Fax: 604-279-7038

[www.rcrg.org](http://www.rcrg.org)



### JOB POSTING

**Position:** Program Coordinator – Early Years Library and Outreach

**Hours per week:** **35 hours per work week**  
Monday – Friday  
Full time

#### Job summary

Coordinate the Richmond Early Years Library by maintaining and developing early learning resources for the child care community and parents. Respond to enquiries on a wide range of issues regarding child care, education and related community-based services.

#### Key Responsibilities

- Coordinate the Early Years Library – maintain library resources and develop of early years learning materials
- Maintain and update agencies information on child care resources and child related services available in the community
- Respond to enquiries from parents seeking child care services and information
- Provide support to informal, RLNRs and family child care providers to complete the requirements for the Agency's regulated child care service registry

#### Required Education and Experience

- 4 -5 years of experience in the field of child care
- Customer service experience in person and by phone
- Current ECE Certificate

#### Skills and Abilities Required

- Excellent communication and people skills
- Second language is an asset
- Proficient in MS Office and Outlook
- Organized and detail oriented

#### Other Position Requirements

- Must successfully complete a Criminal Record Check
- Occasional evening, and/or weekend hours as required for program purposes
- Use of own vehicle with business class insurance

Qualified applicants are invited to submit their cover letter and resume to:

Jocelyn Wong, General Manager, Richmond Cares Richmond Gives, 190-7000 Minoru Blvd, Richmond, BC V6Y 3Z5, or e-mail to [jwong@rcrg.org](mailto:jwong@rcrg.org)

We thank all candidates for their interest; however only those candidates invited to be interviewed will be contacted.

**Date Posted:** February 1, 2023

**Closing Date:** February 10 , 2023