



## Family Consultant- Child Care Resource and Referral (CCRR)

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

**Location:** Prince George, CCRR

**Schedule:** Monday – Friday full time  
35 hours/week. Occasional  
evenings or weekends

**Competitive wage:**

- \$15.00-\$17.00 per hour
- paid sick days
- sick days for family members
- great benefits
- YMCA membership
- Annual YMCA Pension contribution of 5%
- Discount on child care (excluding infant and toddler care)

**Placement date:** Immediately

Interviews will commence upon application submission.

At the YMCA we're committed to helping children and families thrive, Child Care Resource and Referral (CCRR) provides services and support to child care providers and parents throughout Northern BC. We work to enhance the availability and quality of child care services by providing information, support, resources as well as referral services to families and child care providers across our region.

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

### Major Responsibilities and Abilities:

The Family Consultant is the ambassador for the CCRR team; this person will provide outstanding 5 Star YMCA service as they listen attentively to individual needs and assist families in child care referrals and subsidy. As the first contact for clients and members, the Family Consultant is there every step of the way, working with other team members to meet each client's needs. The successful candidate will be highly organized, efficient and have great attention to detail with a strong understanding of office equipment and computer software such as databases, faxing and Excel respectively.

### Qualifications:

- Proven computer skills and ability to work with Microsoft Office
- Knowledge of administrative and clerical procedures
- Excellent customer service principals and practices
- Experience and/or education working in child care (Asset)
- Excellent time management and teamwork abilities
- Three professional references
- Satisfactory Criminal Reference Check with Vulnerable Sector Search. The YMCA will provide applicable instructions and paperwork

### Application Process:

Please apply with cover letter, resume and application (found on our website [nbc.ymca.ca](http://nbc.ymca.ca)) to:

**Alisha Wilson** – CCRR Coordinator

[Alisha.wilson@nbc.ymca.ca](mailto:Alisha.wilson@nbc.ymca.ca)

Consideration of applicants will begin immediately