



Job Description

Position: Temporary Part-Time CCRR Family & Resource Consultant (South)

20-25 hours/week – 19 months, May 2025-January 2027

Compensation: \$31.88-\$32.88 per hour

The Islands Wellness Society is seeking a **Temporary Part-Time CCRR Family & Resource Consultant** to support families, caregivers and early childhood educators on Haida Gwaii. This role focuses on the Lending Library program as well as strengthening childcare and family support services by providing programming, resources and guidance. The ideal candidate is passionate about early childhood development, culturally inclusive and safe practices, and fostering meaningful connections in community. If you have experience in family support, childcare resources, and/or community outreach, we encourage you to apply to be part of our dedicated team.

All interested applicants are encouraged to apply. Preference will be given to Haida applicants. Benefits are provided after 3 months of employment. Probationary period of 6 months.

Duties and responsibilities:

- Work is carried out in the CCRR Daajing Giids office and Lending Library at the Islands Wellness Society building
- Weekend hours are required as part of Lending Library responsibilities
- Advertise office hours through social media, website and signage
- Organize Lending Library pick-up/drop-offs for Southern communities outside of Daajing Giids and Port Air Cargo shipments of Lending Library items to Masset office (working closely with Masset Outreach Coordinator)
- Research and acquire new Lending Library materials as needed, ensuring cultural inclusivity and adherence to best practices/pedological for infant and child development
- Maintain Lending Library website, including research and development for new library maintenance and technology
- Assist clients with Lending Library membership sign-up, car seat lending and installation/safety support/information, community and childcare referrals
- Attend monthly staff meetings and participate in at least one IWS Committee
- Actively work with and support the CCRR team initiatives of ECE recruitment and retention
- Work with the Program Coordinator and Outreach Coordinator to organize and execute Professional Development opportunities as well as learning opportunities for families (including Early Learning Forum, Baby Steps and Friday Playgroup)
- Develop and distribution Quarterly Early Years Newsletter, Community Program Guides as well as the monthly childcare program calendar
- Keep track of activities relevant to the Ministry of Child and Family reporting (with support of the Program Coordinator)

Travel:

This position is expected to cover Daajing Giids, Sandspit, Skidegate and Tlell area. Travel throughout Haida Gwaii is required. Access to a vehicle is an asset for this position.

Optimum levels of education and training:

The ideal candidate will have training in office management and experience working in traditional or lending libraries

Related work experience:

Experience in childcare field is an asset. Experience managing or working with libraries or lending programs is an asset

Lines of supervision

- The Temporary Family & Resource Consultant works with the Program Coordinator and Outreach Coordinator to ensure delivery of CCRR Program Standards.
- The Temporary Family & Resource Consultant receives probationary period (6 month) peer review and annual review (12 month) from the Board to determine goals for the next year and to review performance

Expectations regarding quality and quantity of work:

The Family and Resource Consultant is expected to work a minimum of 20 hours/week in the IWS office space, and responsible for opening the community Lending Library during working hours. Exceptions to office hours are for Friday Play Group, and Baby Steps. Weekend hours will be required. Employees are expected to familiarize themselves with the CCRR Service Agreement and Standards Manual.

Cultural competency:

Staff will demonstrate an understanding and commitment to cultural competency, and ensure that cultural competency principles and practices are incorporated into service delivery. Staff are expected to complete Cultural Safety/Diversity, Equity and Inclusion Training within their probation period (paid).

If interested in the position, please send a cover letter and resume to Shani Sparrow, IWS Administrator: finance@islandswellness.com

Position will remain open until filled.

Only successful candidates will be contacted.