



childREACH

265 Maitland Street, London, ON N6B 2Y3

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www.childreach.on.ca

Resource Centre Consultant

Since 1997, the [Early Childhood Education \(ECE\) Resource Centre](#), located at Childreach, has served the early years community across London-Middlesex, by providing programs, supports, and services that thoughtfully connect professionals with high-quality resources to enhance their play and learning environments and deepen their professional knowledge, and that also help families meaningfully engage with their children.

The ECE Resource Centre builds capacity in our local early years sector by providing access to materials that align with *How Does Learning Happen?* (HDLH?) and support child care professionals in meeting their professional learning goals as required by the College of Early Childhood Educators.

Position Summary:

Working with the [Strive Team](#), the Resource Centre Consultant will demonstrate leadership and innovation in advancing a visionary approach to professional learning and resourcing. They will offer support and guidance to early learning professionals and families by connecting them to resources, programs, and learning opportunities. They will assist in the planning and development of resources and materials and will help maintain an orderly and organized physical environment. They will be a key customer service representative and visitor point of contact, providing general on site assistance and support, and nurturing strong and responsive relationships.

Duties and Responsibilities:

- Greet visitors and provide a warm and welcoming atmosphere and visitor/member experience;
- Answer the telephone and respond to questions accordingly, referring callers to the appropriate person or service;
- Use professional expertise to provide guidance and recommendations to both professionals and families in selecting resources;
- Maintain knowledge of Childreach and Strive's current offerings, programs, and services using available communication tools (calendar, website, social media, etc.) to remain up-to-date and informed;
- Develop and maintain supportive relationships and strong connections with members, making appropriate and sensitive community referrals when needed;
- Maintain a working knowledge of community partner agencies and how they relate to the needs of families/early years professionals;

- Assist the Resource Centre Specialist in the development of meaningful and engaging resources that support and connect with Ontario's pedagogical approach to the early years, reflect current research, are responsive to emerging community needs, and align with Strive's *Guiding Principles for Professional Learning*;
- Provide a workroom orientation for new members and monitor for safety and proper use of equipment;
- Process all Resource Centre functions including memberships, loaned & returned resources, and purchases;
- Participate in collaborative team meetings as required;
- Maintain an inviting and organized physical environment as well as the condition and quality of available resources; restructuring, fixing, replacing and updating existing inventory as needed.
**Current COVID-19 public health measures require all resources to be in a condition meeting enhanced cleaning standards to ensure health and safety for staff and members.*
- Using approved networks and social media channels, facilitate outreach, promotions, and information sharing about the Resource Centre and its services to engage new and potential members;
- Participate in meaningful professional learning opportunities as related to professional goals and growth, and organizational direction;
- Work collaboratively with the Strive Team and Resource Centre Specialist on special projects;
- Other duties as assigned.

Qualifications:

Bilingual French and English an asset

Education

- RECE Diploma or equivalent preferred

Training, Licenses, Certificates

- Standard First Aid CPR certification
- Current criminal reference check

Knowledge, Skills and Experience

- Experience working with children, families and early years professionals.
- Knowledge of current provincial early years pedagogy, including *How Does Learning Happen?*
- Proficiency with technology use, Microsoft Office suite, social media platforms, and other digital communication strategies;
- Excellent verbal communication and interpersonal skills.
- Strong organizational and time management skills
- Self-starter with an ability to work in a collaborative, team-centred environment.
- Knowledge of local community services, supports and resources

Accountability:

Impact of the Job

The reputation of Strive and Childreach will be greatly enhanced by the professional standards and personal qualities of the incumbent. All duties will be carried out within the policies and procedures and program guidelines of Childreach Centre.

Confidentiality

Strict confidentiality will be observed regarding personnel issues, agency planning and client confidentiality. An oath of confidentiality will be signed and breach of this oath will result in immediate dismissal for cause.

Working Terms and Conditions:

- Hourly wage rate of \$18.00
- 30 hours/week. Tuesday to Saturday. Work hours will include evenings.
- Flexibility is required to meet the needs of scheduling.
- Environmental conditions are pleasant with natural light and good air quality.
- One, half hour unpaid lunch period for shifts longer than five hours.
- Vacation and benefits as per approved Human Resource Policy

Childreach welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

If interested and qualified, please email Strive Project Manager, Meaghan MacDonell at meaghan@striveswo.ca with cover letter and resume by **Monday, January 24, 2022**