



Child Care Licensing Coordinator – SD 10 Arrow Lakes

SD 10, in the beautiful West Kootenay region of southeastern BC, is seeking a highly competent and dynamic business leader to take on the important role of Child Care Licensing Coordinator for our Nakusp Child Care Centre (NCCC). This is a part-time, temporary contract with flexible hours. This contract position will coordinate the necessary licensing applications for the NCCC's 96 licensed childcare spaces.

Main Responsibilities

- Apply for and submit the necessary documentation for licensing for the various child care programs that will be offered at NCCC
- Develop, and liaise with senior staff as required for policies, procedures and forms required for licensing
- Develop a “handbook” with pertinent information for families registering for child care services
- Liaise with the district HR Manager to develop a preliminary staffing needs plan for each of the licenses in accordance with Child Care regulations
- Develop a proposed licensing timeline and provide senior staff with regular updates
- Other tasks/duties as relates to licensing

Qualifications and Attributes:

- High school diploma or equivalency
- A diploma in business administration or equivalent post-secondary coursework in business administration plus relevant experience
- Experience in starting/opening a licensed child care program or large scale project management preferred
- Excellent computer skills and proficiency in Microsoft Office Suite
- Demonstrated ability to maintain confidentiality
- Excellent interpersonal, communication (written and verbal) and organizational skills
- Ability to manage time and prioritize tasks
- Clear Criminal Record Check and Vulnerable Sector search

For more information about this contract position and SD10:

Visit: www.sd10.bc.ca / SD10 Video Gallery: [Video \(sd10.bc.ca\)](http://Video(sd10.bc.ca))

Contact: Michelle Grenier, Human Resources Manager
250-265-3638 ext. 3301 / michelle.grenier@sd10.bc.ca

Applications:

Interested applicants are asked to submit a resume and cover letter with supporting documentation, together with three current professional references, no later than noon on Monday April 4, 2022, to: Ms. Michelle Grenier, Human Resources Manager by email to michelle.grenier@sd10.bc.ca or by mail to PO Box 340, Nakusp, BC, V0G 1R0. Only short-listed applicants will be contacted.