

GREENVIEW, ALBERTA

OPEN COMPETITION

JOB TITLE: FAMILY & COMMUNITY SUPPORT SERVICES COORDINATOR,
SUMMER PROGRAMS

DEPARTMENT: COMMUNITY SERVICES

LOCATION: Administration Offices – Valleyview Alberta

Please note that this is a 3-month term position.

SUMMARY:

The Family & Support Services Coordinator, Summer Programs is responsible to assist with the facilitation of effective programs designed to enhance the quality of life, and to respond to the human needs of the residents of the Town of Valleyview and the Municipal District of Greenview.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major

- Assist with the delivery of various FCSS summer programs as well as programs in the schools in June, as directed by the Manager, FCSS.
- Through summer programming promote the social development of young children.
- Through educational and preventative programming enrich and strengthen family life for both parents and youth.
- Assist with ongoing evaluation and assessment to validate the continuation of existing programs, and development of new FCSS programs.
- Through summer programming assist with encouraging the development of leadership, organizational and life skills in individuals, families and community groups.
- Communicate effectively with the FCSS Coordinator, Youth and the Manager, FCSS on a regular basis.

Minor

- Maintain a positive working relationship with all related entities.

Occasional

- Attend meetings or training as requested by the Manager, FCSS or FCSS Coordinator, Youth.
- Assist with other programs and perform other duties as required.

QUALIFICATIONS / EDUCATION / EXPERIENCE:

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness and precision.
- Grade 12 education or equivalent, plus related experience.
- Experience in facilitating groups.
- Experience in planning, developing, organizing and supervising programs and services.
- Experience working with volunteers, children and young adults an asset.
- Class 5 driver's license.
- Must provide a Criminal Record Check and a Child Welfare Check.

SKILLS REQUIRED:

- Proficiency with Microsoft Word, Publisher and Excel.
- Excellent verbal and written communications skills.
- Ability to interact well with the employees, Management, Council, Ratepayers, students, teachers, school liaison workers and the public.
- Must be able to maintain strict confidentiality.
- Must be self-motivated, and able to work with minimal supervision.
- Must have excellent organizational and time management skills.
- Ability to interpret, implement and adhere to organizational policies and procedures.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Minimal physical effort; occasional light lifting.
- Extensive use of computer and telephone.
- Good lighting, temperature, and noise control.
- Normal working day consists of 7.5 hours; however overtime may be required including evening and weekend hours.
- Flexibility is a must.
- Use and operation of a vehicle.

HEALTH & SAFETY:

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Ensure proper ergonomic requirements are met and good ergonomic procedures are practiced.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

HOW TO APPLY:

Interested candidates may [submit cover letter and resume](#) in one of the following ways:

By Mail or Drop Off: Human Resources Department
Municipal District of Greenview No. 16
4806 – 36 Ave., Box 1079
Valleyview, Alberta T0H 3N0

By Fax: 780-524-4307

By E-mail: careers@mdgreenview.ab.ca

[This position will remain open until a suitable candidate is found.](#)

We sincerely thank all applicants, however, only candidates selected for an interview will be contacted.