



Summer Event Coordinator

The mandate of FCSS is preventive social support and programming. FCSS has created a system that relies on local knowledge and leadership, and the unique strengths of local cultures to inspire communities of individuals to prevent crisis.

Responsibilities

- Plan and implement the Summer Program for children ages 7-11 years.
- Supervise program assistant who are on site at program under your direction.
- Maintain accurate records on all programs under the direction of FCSS staff as well as daily time sheets, accident reports, medication/allergy records, attendance and parental consents.
- Ensure effective relations with parents, volunteers, contract transportation drivers and facility attendants.
- Ensure that all facilities used are kept clean and secure and that all equipment and supplies are returned.
- Active involvement in the advertising and marketing of FCSS summer programs.
- Prepare final summary on activities including pre and post surveys.
- Ensure that any issues are reported to the FCSS director immediately.

Knowledge, Skills and Abilities

- A valid driver's license and access to a vehicle is required.
- A clear Criminal Record and Child Welfare Record Check are required and we will require both checks to be renewed every three years
- Good organizational skills, computer skills and supervisory skills
- Must work effectively and efficiently with others and alone with little or no supervision, always be punctual, self-motivated, communicate openly, takes direction well, and responds to public requests in a calm and friendly manner.
- Problem Solving
- Decision Making
- Team Building

This is a term position, commencing May 2, 2024 and ending on August 19, 2024. Regular Office Hours are: 8:30 a.m. - 4:30 p.m. Monday to Friday with some evening/weekend events.

Qualified applicants are invited to submit a cover letter, resume, references, and criminal record check by **Friday - April 19, 2024 at 1:00 p.m.** to:

St. Paul Regional FCSS
5002 - 51 Ave
St. Paul, AB T0A 3A0
Email: jsmid@town.stpaul.ab.ca

We would like to thank all applicants for their interest. However, only those applicants selected for an interview will be contacted for further information.