

**GREENVIEW, ALBERTA
OPEN COMPETITION**

JOB TITLE: FCSS COORDINATOR, YOUTH
DEPARTMENT: COMMUNITY SERVICES
LOCATION: Valleyview, Alberta

SUMMARY:

The FCSS Coordinator, Youth is responsible for the facilitation of effective youth programs which are designed to enhance the quality of life, and respond to the human needs of the residents of the Town of Valleyview and the Municipal District of Greenview. The FCSS Coordinator, Youth will be required to work within the community and within the schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major

- Responsible for the delivery of various Family & Community Support Services (FCSS) programs as directed by the Manager, Family & Community Support Services.
- Promote the social development of youth through educational and preventative programming that may include: Summer Day Camps, Cool Camp, Grief and Loss, I Can Handle Anger, Home Alone and other programs designed for self development and social development of youth.
- Encourage development of leadership, organizational and life skills for individuals, families and community groups.
- Ensure ongoing evaluation and assessment to validate existing programs.
- Develop new programs as approved by the Manager, Family & Community Support Services and the Board, to continue to meet the needs of the community.
- Communicate effectively with the Manager, Family & Community Support Services on a regular basis.
- Strive to meet the goals of the FCSS Board through innovative methods.

Minor

- Maintain a positive working relationship with area schools and other agencies.
- Provide assistance to Family & Community Support Services Coordinator, Summer Programs.

Occasional

- Attend meetings as requested by the Manager, Family & Community Support Services.
- Provide monthly reports of activities to the Manager, Family & Community Support Services.
- Perform other duties as assigned and provide backup when requested.

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.
- Post-secondary education in the human services field and / or equivalent combination of education and experience in the development of Community Service programming.
- Life Skills certification and or equivalent experience and training preferred.
- 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 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 occasional 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 are invited to submit their cover letter and resume in one of the following ways:

By Mail or Drop off: Human Resources
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 those selected for an interview will be contacted.