



Village of Warburg FCSS & Recreation Coordinator

REPORTS TO: Village of Warburg Municipal Administrator

Part Time Position 3-day work weeks with 8 hours per day plus additional flex hours.

FUNCTION: The FCSS Coordinator provides community development, advocates for community members, assists clients directly with information and referral services, and facilitates an awareness of social needs and trends within the community. This position maintains contact with the Leduc County FCSS Department through the Community Support Manager and evaluates programs offered to ensure compliance with FCSS outcomes measurement. The Recreation Coordinator is responsible for programming various recreation events and activities for all demographics for youth, adult, family and senior demographics.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Advocacy

- Provide community members with information and referral services.
- Provide direct client support, advocacy, and services.
- Research and maintain up to date information and resources about seniors, families, children and volunteers.
- Maintain contacts with relevant agencies that assist clients.

Community Development

- Research and follow-up on local issues, needs and trends.
- Initiate or attend meetings regarding social issues and trends.
- Provide preventive social programming including volunteer income tax program, volunteer appreciation, seniors' appreciation, community awareness, Christmas Elves etc.
- Attend community Coordinator Working Group Meetings as scheduled.
- Ensure programs operate within the FCSS provincial mandate and outcomes measurement.
- Assist local groups and individuals to develop and sustain community programs and grant applications.

Senior Services

- Be knowledgeable of seniors' programs and services.
- Assist local seniors with forms and information and referral services.
- Assist other clients as required.

Volunteer Services

- Promote volunteerism within the community.
- Recruit, train, and organize volunteers to assist with programming.
- Provide opportunities for community volunteer appreciation events.

Community Advisory Board

- Act as a resource person to the board.
- Recruit Board Members as needed.
- Act as Secretary for the board.
- File a copy of Board minutes with the Municipal Administrator after each meeting.

Administration:

- Collect and maintain statistical data required for organizational and provincial reporting.
- Prepare and submit monthly and annual reports to the Director of FCSS.
- Attend training opportunities as required.

Recreation:

- Research, plan and facilitate recreation programs throughout the year in the community, occasionally collaborating with other nearby municipalities and organizations
- Attend recreation-oriented meetings
- Support summer student with planning and executing summer programming

QUALIFICATIONS, ABILITIES AND SKILLS:

Strong verbal and written communication skills are required. Microsoft Office familiarity is required. Must be skilled at building relationships and developing community linkages to ensure collaboration with agencies, organizations, families, and workers, and to develop and deliver quality social programming.

Must have the proven ability to work independently, with minimal supervision, as part of a multi-disciplinary team.

Deadline for Applications: 5:00 p.m. July 15, 2024, or until a suitable candidate has been found.

Applications will be accepted in person at the Village of Warburg Municipal Office, emailed or mailed to:

Village of Warburg
Attention: Chris Pankewitz
Municipal Administrator
Box 29, Warburg, Alberta, T0C 2T0
Email office@warburg.ca