

COMMUNITY SERVICES COORDINATOR POSITION DESCRIPTION

SCOPE

Under the supervision of the Community Services Director this position is responsible for the coordination and provision of Community Services, including the administration of program development, event planning, recreation facility and social programming and service operations. This will also involve liaising and coordinating with program facilitators.

RESPONSIBILITIES

Program Development and Event Planning:

Develop, plan, organize, promote and provide FCSS and leisure programming for the community:

- Supervise the Summer Youth Coordinator for the summer in the delivery of program including facility bookings, transportation and hiring/mentoring of the FLY (Fostering Leadership in Youth) program
- Assist in the coordinating the Communities in Bloom program whether that be a group of people/committee or the projects undertaken by internal summer staff
- Administering recreation programs to ensure that programs are delivered within guidelines and prescribed budgets.
- Assist Community Services Director in the development and delivery of FCSS programming (youth, adults and seniors)
- Plan, organize and promote large scale events which may include, but are not limited to, Family Day, Volunteer Appreciation events, Senior's Week, Canada Day and Town Christmas activities.

Finance:

- Assist Community Services Director in preparation of annual budgets for the department
- Research funding opportunities, prepare grant applications and further develop program partnerships for our community.

Communications:

- Update website for all community services functions
- Manage communication to all staff regarding programs and special events
- Liaise with all user groups and clubs to assist in the delivery of various programming
- Compiling information and preparing reports detailing programs, costs, numbers of participants and equipment and facility use.

- Develop, coordinate and maintain up-to-date information regarding programs being offered at the Community Services facilities. Communication mediums will include:
 - Program booklets
 - Newsletters and publications
 - Website updates
 - Social Media avenues

Operations:

- Assisting the department with facility rentals, bookings and general inquires.

Meetings:

- Attend various meetings as required. This will include organizing, recording and facilitating records management.

Other:

- Assist in ensuring staffing requirements for Community Services operations are met
- Any other duties as directed by the Community Services Manager

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Outstanding management and leadership skills
- At least 3 years of supervisory experience preferable in Community Services facility management
- Knowledge of municipal operations, volunteer organizations, and Community Services facility operations

Skills:

- Must have a valid class 5 license
- Must have valid First Aid and CPR
- Knowledge of WHMIS
- Knowledge of Microsoft Office inclusive of Word, Excel, Power Point, Publisher and other basic software required
- Web management
- Excellent verbal and written communication skills
- Effective public relations and public speaking skills
- Research and program development skills
- Time management skills
- Ability to multitask and prioritize
- Self-starter, able to work effectively on their own, with guidance as necessary
- Strong interpersonal skills and ability to work within a team environment
- Provide excellent customer service to the public, staff and Council

Personal Attributes:

- Be respectful
- Be flexible
- Demonstrate a dedication to the position and the community
- Demonstrate sound work ethics
- Be consistent and fair

The Community Services Coordinator would normally attain the required knowledge, skills and attitudes through completion of a Degree or Diploma in Community Services Management and/or a combination of education with related community services experience.