



CROWSNEST COMMUNITY SERVICES
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 for the municipalities of Bon Accord and Gibbons, including the administration of program development, event planning, recreation, 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 staff in the delivery of programs, including facility bookings, transportation and hiring/mentoring of the FLY (Fostering Leadership in Youth) program
- assist in 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, Seniors' 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
- assist in communication to all staff regarding programs and special events
- liaise with 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, including organizing, recording and facilitating records management

Other:

- Any other duties as directed by the Community Services Director.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- outstanding management and leadership skills
- at least 3 years of supervisory experience preferable in Community Services
- knowledge of municipal operations, volunteer organizations, and Community Services facility operations
- a Degree or Diploma in Human Services would be an asset

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
- 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