



Village of Warburg FCSS & Recreation Coordinator

REPORTS TO: Village of Warburg Municipal Administrator

Part Time Position 3-day work weeks with 6.5 hours per day plus additional flex hours.

FUNCTION: The FCSS Coordinator provides advocacy, community development, senior services, and advocates for community members. The FCSS Coordinator 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 which includes youth, adult, family, and seniors. The Recreation Coordinator also supports the summer student with planning and execution of summer programming and attends recreation-orientated meetings.

QUALIFICATIONS, ABILITIES AND SKILLS:

Strong verbal, written communication skills and time management are required. Microsoft Office, social media and Publisher 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 multi-task and work independently, with minimal supervision, as part of a multi-disciplinary team.

Deadline for Applications: 4:00 p.m. August 15, 2022, 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 village@warburg.ca