



FCSS Program Coordinator – Volunteer Coordinator

(Temporary Full-time commencing May 15, 2024)

Westlock & District Family and Community Support Services is seeking a temporary, full-time Program Coordinator, specializing in volunteer coordination, to join our team. The position is 35 hours per week and will commence on May 15, 2024 until the return of the incumbent. It is expected at this time that the position will continue until May 31, 2025 with the possibility of an extension for up to six additional months. If you have an interest in engaging, empowering, and building community relationships, and earning valuable experience, then this job is for you!

Promote collaboration amongst community groups and organizations to develop volunteerism within the Town of Westlock, Westlock County and Village of Clyde. Facilitate community volunteer involvement through promoting, recruiting, interviewing, screening, placing and referring, supporting and recognizing volunteers. Maintaining volunteer data base and current resources.

The following skills and abilities are required to fulfill the position. Evening and weekend work will be required:

Education/Training Requirements:

- Grade 12 or diploma or degree related to community development, social sciences or other human service discipline
- Minimum 3 years of community development and program coordination experience
- Knowledge of community programs and services in Westlock and surrounding area
- First Aid Certification

Successful applicants will demonstrate:

- Excellent interpersonal and communication skills
- Knowledge of the philosophy, principles, and practices of community development, social programming and volunteerism
- Experience with volunteer boards and the group dynamics within organizations and the ability to establish and maintain effective working relationships with staff, the general public and other government departments, community agencies and organizations
- Strong organizational skills and the ability to work both independently and in a team environment

The Town of Westlock is a vibrant growing community of 4,921 just 85 kilometers north of Edmonton. Living in Westlock you can experience live arts, concerts, a variety of sports or belong to one of the multiple community organizations. Westlock has a healthy business and residential community that offers an excellent quality of life in a smaller urban setting.

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however, only those selected for an interview will be

contacted. For further information, please contact Tracy Proulx, FCSS Executive Director at 780-349-5900. Please submit your resume with three references in confidence to:

Town of Westlock
10003-106 Street
Westlock, Alberta T7P 2K3
Phone: 780-349-4444
Email: employment@westlock.ca

POSITION DESCRIPTION

POSITION TITLE : Program Coordinator – Volunteer – Part Time

REPORTS TO : Westlock & District FCSS Executive Director

Responsibilities:

- Promote collaboration amongst community groups and organizations to develop volunteerism within the Town of Westlock, Westlock County and Village of Clyde.
- Facilitate community volunteer involvement through promoting, recruiting, interviewing, screening, placing and referring, supporting and recognizing volunteers.
- Maintaining volunteer database and current resources.
- Promote and manage Volunteer Programs:
 - Driver Program
 - Volunteer Income Tax Program
 - Meals on Wheels Program
 - Coats for Kids and Families Program
- Participate in the development, marketing, implementation and evaluation of programs and events in response to community needs in accordance with FCSS Legislation and Regulations and approved annual budget.
- Foster relationships with community non-profit organizations and promote and coordinate community development initiatives to support their organization success.
- Provide backup of courteous office reception, including incoming calls and greeting office visitors.
- Communicate effectively with program clients, community residents, the public, community, government agencies, and FCSS staff in a team environment.
- Collect program data and track program participation to meet reporting requirements and report on Provincial Outcome Measures.
- Submit monthly Activity Report to FCSS Executive Director.
- Participate as a member of the Emergency Social Services team, preparing and enabling the community to respond in the event of a local disaster.
- Perform other duties assigned by the Director.

Working Conditions

- Act in a professional and responsible manner to protect the integrity of the FCSS Department, including the use of information appropriately to maintain the confidentiality and security of all information related to the program and personal information of program clients.
- Proficiency in Microsoft Office applications, the internet, social media, and the use of other general office equipment.
- Willingness and ability to occasionally work flexible hours to meet the needs of programs, events, etc.
- Approved Criminal Record with Vulnerable Sector Check, Intermediate First Aid and Valid Driver's License.
- Attend job-related conferences, meetings, workshops or educational upgrading as required.

REVIEWED and APPROVED:

EMPLOYEE

FCSS EXECUTIVE DIRECTOR

DATE

DATE