



Summer Program Assistant

The mandate of FCSS is preventive social support and programming. FCSS has created a system that relies on local knowledge and leadership, and the unique strengths of local cultures to inspire communities of individuals to prevent crisis.

Responsibilities

- Assist and support the coordinator with Summer Programs for children ages 7-11 years
- Maintain accurate records on all programs under the direction of the coordinator as well as daily time sheets, accident reports, medication/allergy records, attendance and parental consents
- Ensure effective relations with parents, volunteers, contract transportation drivers and facility attendants
- Ensure that all facilities used are kept clean and secure and that all equipment and supplies are returned
- Active involvement in the advertising and marketing of FCSS summer programs
- Assist in the preparation of the final summary on activities including pre and post surveys
- Ensure that any issues are reported to the FCSS director immediately

Knowledge, Skills and Abilities

- A valid driver's license and access to vehicle is required
- A clear Criminal Record and Child Welfare Record Check are required and we will require both checks to be renewed every three years
- Good organizational skills, ability to work with children
- Must work effectively and efficiently with others and alone with little or no supervision, always be punctual, self-motivated, communicate openly, takes direction well, and responds to public inquires in a calm and friendly manner
- Problem Solving
- Decision Making
- Team Building

This is a term position, commencing May 2, 2024 and ending on August 19, 2024.

Regular office hours are: 8:30 a.m. - 4:30 p.m. Monday to Friday with some evening/weekend events.

Qualified applicants are invited to submit a cover letter, resume, references, criminal record check by **Friday – April 19, 2024 at 1:00 p.m.** to:

St. Paul Regional FCSS
5002 - 51 Ave
St. Paul, AB T0A 3A0

Email: lsmid@town.stpaul.ab.ca

We would like to thank all applicants for their interest. However, only those applicants selected for an interview will be contacted for further information.