



## Family Community Support Services – Community Services Coordinator – Village of Beiseker

The Village of Beiseker has an opening for the position of FCSS – Community Services Coordinator that offers an opportunity for creativity, community involvement and flexibility. Beiseker is a progressive municipality that prides itself on the services we provide to our residents of the village and surrounding area.

### Position Description

We are seeking a part-time team member to fulfill the role of FCSS-Community Services Coordinator. This opportunity offers a varied blend of responsibilities that include the management and delivery of both recreation and family community support services programming for all age levels. This position reports to the Chief Administrative Officer of the Village of Beiseker. This position is based on approximately 40 to 44 hours per month.

### Requirements:

This position requires a dynamic, creative, highly motivated individual who is interested in assessing the needs of the community. Based on those needs, programming will be developed and delivered within the budget and regulatory constraints of the FCSS and Village. Recreation and/or Human Services certification would be considered an asset. Other requirements for the position include:

- Strong budgeting/grant experience
- Leadership skills
- High proficiency and office based software
- Must have access to transportation (out of town mileage will be compensated)
- Criminal Record Check for the vulnerable sector will be required for the successful candidate
- Facility management experience
- Participation with related local and regional organizations

### Responsibilities:

Please job description below.

### Salary Range:

\$17.00 to \$23.00 per hour depending on experience and education

### Closing date:

February 28<sup>th</sup>, 2020.

### Application:

If you are looking for an opportunity to work in a creative, flexible and community oriented position, possess a "can do" attitude and have a successful track record of building relationships, please submit your resume by February 28, 2019 to [beiseker@beiseker.com](mailto:beiseker@beiseker.com)

Attention: CAO  
Village of Beiseker  
Box 349, Beiseker, AB ToM oGo

For further information, please call Heather Leslie, CAO at 403-947-3774 or email [beiseker@beiseker.com](mailto:beiseker@beiseker.com)

*We thank all applicants for their interest in this position and advise that only those receiving interviews will be contacted.*