



VILLAGE OF BEISEKER
JOB DESCRIPTION
FCSS DIRECTOR/COMMUNITY SERVICES COORDINATOR

Position Description:

The FCSS Director- Community Services Coordinator is dedicated to develop and provide effective and efficient community services programs based upon the needs of the residents of the Village of Beiseker.

Reporting:

The FCSS Director/Community Services Coordinator reports to the Chief Administrative Officer of the Village of Beiseker.

Summary:

This employee is to perform all functions necessary to ensure that the FCSS and Recreation programs operate efficiently and effectively and that the goals and objectives under the guidelines of the CAO, FCSS mandate and recreation requirements of the village. This will include annual budgeting and reporting as set out by FCSS, and the Village of Beiseker. From time to time, needs assessments and/or surveys will be performed in order to determine the requirements for these programs with focus on the provision of these programs to the youth and seniors of the village.

Duties and Responsibilities:

- Annual FCSS Budget and Final Reports
- Annual Recreation Budget and Final Reports
- Preparation, submission, tracking and reporting of grant funding for summer employees for the village, FCSS and other organizations as required.
- Village Budget submissions to Council including both the FCSS and Recreation departments in the Spring of every year.
- Develops, coordinates, promotes and implements programs sponsored by FCSS and the Village of Beiseker.
- Coordinates, trains and supervises summer youth employees or volunteers involved in FCSS and recreation programs and/or special events.
- Acts as the liaison between the FCSSAA, as well as, various non-profit, service, school district and community organizations.
- Program development whether for FCSS, Recreation or the Village will consider:
 - Needs Assessments/Surveys
 - Concept Development
 - Program Logic Models/Outcome Measures
 - Funding Proposals and Funding Opportunities
 - Budgeting, Advertising and Promotions
 - Supervision of volunteers/employees
 - Management of program logistics
 - Required Budgeting and Reporting
 - Evaluation of all programs.
- Manages and responds to any requests and/or inquiries from the general public with regard to FCSS and recreation with consideration for in-house program coordination, or forwarding any requests or inquiries to other non-profit, school or community organization.
- Promoting volunteerism
- Grant applications for summer students required for both the Village and FCSS/Rec departments
- Active participation in community related organizations as delegated by the CAO or as determined by the FCSS-Community Services Coordinator
- Attendance required at Bow Valley FCSS zone meetings and every second year at the annual FCSS conference.