



Lac La Biche County
welcoming by nature.

SUMMER EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Summer FCSS Youth Supervisor

This position would support the Lac La Biche County FCSS and Recreation Departments. These departments focus on enhancing the wellbeing of individuals through recreational, social programming and special events. FCSS is a non-profit organization committed to enhancing the social well-being of individuals, families and the community. We are seeking an energetic, dedicated student who has a strong passion to work with people and community services.

Recreation's mission for the summer is to organize, and implement the summer drop in programs, which provide opportunities for children and youth in the region to participate in free, semi-supervised recreation programming with sports, games, physical literacy activities and crafts.

Responsibilities:

- Provide assistance to FCSS Programs with FCSS Outreach workers
- Assist with the planning, promotion and delivery of local special summer events and programs
- Assist with the planning and implementation of summer camps for children and youth
- Support and engage youth volunteers in the delivery of programs & special events
- Become knowledgeable about local resources for seniors, children, adults and the community and refer as appropriate

Recreation:

- Plans, organizes and schedules summer recreational programs and camps
- Provides program details and assists with design and creation to promote summer programs and camp
- Assists with planning and facilitation of community events and other programming as required
- Provides leadership to other summer program staff and volunteers who are on site at programs
- Monitors and evaluates staff, volunteer as well as activities and events
- Facilitates programs leading as positive role model; encourages participation in an inclusive environment and engages children in active play while supporting social development and teamwork

Qualifications:

- Some post-secondary education in a related human services field (i.e. Recreation, Social Services, Marketing & Promotions, Education or Early Childhood Development)
- Minimum 18 years of age
- Valid class 5 Driver's license

- Current standard first aid and CPR Certification an asset
- HIGH FIVE® or Physical Literacy Instructor or National Coaching Certification Program (NCCP) certification an asset
- Previous experience working with children, seniors and/ or people with barriers;
- Some experience in a leadership role (sports, school, church, etc.)
- Knowledge of physical literacy, early childhood development and resiliency is an asset;
- Knowledge of municipal government and administration of public recreation programs an asset
- Demonstrated ability to develop, organize and lead children or youth based activities with minimal supervision
- Demonstrated interest and caring attitude in working with children, seniors and people with barriers;
- Ability to lead and instruct groups in programs and activities
- Multi-tasking in a very fast paced environment
- Proven written and verbal communications skills
- Strong computer literacy
- Superior analytical and organizational skills and negotiation skills
- Strong initiative, decision making and problem solving skills
- Demonstrated ability to work well independently and as part of a team;
- Ability to deal with a varied and busy work environment
- Ability to work well with external customers, facility users, volunteers, off-site staff, etc. of all ages, backgrounds, and abilities
- Project management/events planning experience would be an asset
- Successful candidates will be required to provide a criminal records check including vulnerable sector, child welfare intervention check and a driver's abstract.

Candidates must currently be enrolled and returning to full time studies on a full time basis in the fall of 2019. Documentation that provides proof of current enrolment as well as identifying your status in the program, and documentation confirming that you are returning to full-time studies in the fall of 2019 must be submitted with your application. Failure to provide documentation may disqualify you from future consideration.

Tentative employment for these positions will be from June-August.

Preference

Preference will be given to qualified Lac La Biche County residents.

Salary range: Salary Under Review

- Competition number: **SS03-FYS-19**
- Closing Date: **February 24, 2019**. Applications received after **February 24, 2019** will be considered after the preliminary round of hiring has taken place and only if a second round of interviews is required.

Interested candidates are invited to forward their resume in strict confidence to:

Attention Human Resources

Lac La Biche County

Box 1679, Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533 Email: hr@lACLAbichecounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.