



# TOWN OF REDCLIFF

## FCSS/Special Events Coordinator

Redcliff is a community of over 5500 residents, which offers excellent education facilities, an abundance of community activities, a beautiful trail system and well maintained recreation facilities.

We are currently seeking an enthusiastic, positive individual to serve the community as our **Family and Community Support Services (FCSS)/Special Events Coordinator**. Under the direction of the Director of Community and Protective Services, the FCSS/Special Events Coordinator will be responsible for the co-ordination and facilitation of preventative social programs for youth, adults, seniors and families. The successful applicant is also responsible for the successful planning, coordination, and implementation of Town Special Events, Activities, and Recreation Programming.

Position focus includes the following:

- Work in collaboration to identify and respond to community needs.
- Enhance the quality of life for the retired and semi-retired.
- Enrich and strengthen family life.
- Provide information and referral services.
- Promote and support volunteer work, societies, and service groups.
- Oversee FCSS programming
- Have knowledge of and maintain positive relationships with all community agencies and service providers and groups.
- Evaluate and re-structure programs

The successful applicants' background will include:

- An ability to gather data and prepare reports for Government Grants, Council and the Management Team
- Financial skills relating to the budgeting process
- Group facilitation and training skills
- Knowledge of community development practices
- A high degree of positivity, responsibility, timeliness, quality work and innovation
- Experience in the Human Services field will be considered an asset

The following qualifications will be considered:

- A degree in a related discipline such as Social Planning and/or Recreation Administration. Several years of directly related experience in a Social Planning/Recreation/Humanities environment and extensive management experience may be considered in lieu.
- Efficient written and verbal communication skills and be able to work effectively with the public with positive results.
- Demonstrated ability in working with computers, especially word processing, spreadsheets, and database programs.
- Strong organizational skills, have the demonstrated ability to self-manage and be able to work productively with minimal supervision.
- Experience with the preparation and maintenance of budgets.

- Experience within a municipal context would be an asset.

A combination of education and experience will also be considered.

A Clean Criminal Record Check, Drivers' Abstract and Intervention Record checks are required prior to hire.

This posting, along with the complete job description, can be seen on our website at [www.redcliff.ca](http://www.redcliff.ca) under opportunities. If you have any questions about this opportunity, please email;

Clara Rideout, Human Resources  
Town of Redcliff  
P.O. Box 40  
Redcliff, AB, T0J 2P0  
E-mail: [clarar@redcliff.ca](mailto:clarar@redcliff.ca)  
Fax: (403) 548-6623

**Closing Date: February 23rd, 2018.**

We sincerely thank all candidates for their interest.  
Only those selected for an interview will be contacted.