

**TOWN OF REDCLIFF
POSITION DESCRIPTION**

DATE: July 17, 2015

JOB TITLE: FCSS/Special Events Coordinator

CORE FUNCTION: Under the direction of the Director of Community and Protective Services, the individual in this position performs duties involved in the development, operation and administration of a comprehensive Community Services Program (FCSS, Culture, and Recreation) for the Town of Redcliff. Community Services are those which benefit the general wellbeing of the residents of Redcliff as it relates to their Recreational, Leisure, Social, and Further Education needs. In relation to the Town of Redcliff Emergency Management Program, this position is also the main point of contact in relation to Emergency Social Services.

REPORTING: Reports to the Director of Community and Protective Services

LATERAL RELATIONSHIPS:

Administrative Resource for the Family and Community Support Services (FCSS) Advisory Board.

Internal relationships are with all other Town department representatives. In addition the FCSS/Special Events Coordinator works with the FCSS Advisory Board in the Co-ordination of those functions of the Board as outlined in the FCSS Bylaw.

External relationships are with members of the public, representatives of sponsored projects, other related individuals and their agencies.

DETAILS OF RESPONSIBILITY:

This position is primarily responsible for developing and administering the Social, Recreation/Leisure and Further Educational needs of the community, consistent within the philosophy of the municipality.

1. Plans, develops and promotes a wide range of Social, recreation, and cultural opportunities, programs, projects, and events for the community. This involves working with the FCSS Advisory Board in the identification of community issues (requirements within the Town of Redcliff by assessing community needs and developing programs.
2. Recruiting and encouraging the use of volunteers in the delivery of services. Provides leadership development opportunities for volunteers.
3. Receive and coordinate the community use bookings for related facilities, meeting rooms, and parks equipment in the absence of Community Services Clerk.
4. Coordinates the Joint Use Agreement bookings, and other joint agreements, for community activities with the Prairie Rose Regional Division #8.
5. Represents the Town of Redcliff on various FCSS related regional agencies.
6. Assist and encourage all community organizations in delivering Community services and opportunities for residents as required.



7. Will research and advise of potential grant opportunities and community organization donations for various municipal projects. Will be responsible for the preparation and administration of relevant grant applications and funding requests to a variety of government agencies and community organizations.
8. Ensures that a positive image is portrayed to the public indicating the municipality's commitment to excellence in service for the residents of the Town of Redcliff.
9. Acts as an administrative resource in an advisory role to the Redcliff FCSS Advisory Board on matters relating to their jurisdiction. Prepares Board agendas and background documentation and assists in a policy/advisory role.
10. Assists local community organizations with respect to offering advice, as requested, on programs, financing, grant resources, grant applications, etc.
11. In conjunction with the Director of Community and Protective Services, prepares, within established timelines and deadlines, annual operating and long-term capital budgets and is responsible for budget submission.
12. Assists in the development of, and ensures compliance with related Municipal Policy and procedures.
13. As certain aspects of this position demand exhibiting the strictest confidentiality in order to maintain the integrity of the department and the confidence of the community, the individual in this position will be required to adhere to this high level of confidentiality and be required to take an oath of confidentiality.
14. This position will also fulfill the responsibilities related to and coordinate the Emergency Social Services in relation to the Town's Emergency Management/Preparedness program.
15. Performs other related duties as requested by the supervisor.

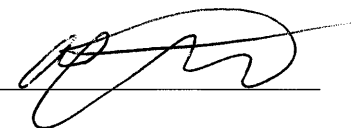
QUALIFICATIONS:

- Must have 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.
- Must have 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.
- Must have strong organizational skills, have the demonstrated ability to self-manage and be able to work productively with minimal supervision.
- Must have experience with the preparation and maintenance of Budgets and that experience being in a Municipal Environment would be an asset.
- Certificate in Business Administration (Secretarial Science) would be an asset.

Hours of Work:

Normal work week is 37.5 hours per week.

Approved: _____



7/24/2015