

<b>Position:</b>	Sports and Recreation Program Coordinator	<b>Hours:</b>	Monday –Friday 8:30 a.m.–4:30 p.m. Flexibility may be required
<b>File No.:</b>	FACSFLA-2017-03	<b>Bargaining Unit:</b>	N/A
<b>Employment Type:</b>	Summer Student	<b>Number of Positions:</b>	1
<b>Rate of Pay/Salary:</b>	\$11.50 per/hr	<b>Location:</b>	817 Division Street, Kingston ON
<b>Date Posted:</b>	February 14, 2017	<b>Closing Date:</b>	March 17, 2017

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**Position Summary:**

- Maintain and update database of summer camps and other summer recreation and activities for children (16 and under) whose families are involved with FACSFLA
- Liaise with Family Service Workers to collect information on families and children to match children with appropriate summer recreation
- Meet with caregivers to complete registration for summer recreation for their children
- Contact camp directors or designates to make referrals to summer recreation programs (camps, skill development programs, etc.) on behalf of families involved with FACSFLA
- Occasionally provide transportation to children to and from summer recreation programs
- Manage Sports and Recreation budget (funding levels and invoice payments)
- Create a written report and PPT presentation about the program at the end of the summer

**Education and Other Qualifications Required:**

- Ability to work in a team environment
- Excellent organization, planning and writing skills
- Excellent communication and problem solving skills
- Ability to effectively respond to crisis situations to ensure child safety
- Proficiency in Windows environment using Microsoft Office Suite
- Flexible hours of work may be required
- Criminal Reference Check and Vulnerable Sectors Check
- Knowledge of the Child and Family Services Act and Ministry standards and guidelines
- Possess a valid driver's licence with access to a vehicle
- Proficiency in English and French would be considered an asset

\*Filling these positions is conditional on the Agency receiving subsidy and we may not proceed with interviews for all positions posted.

### Fields of Study:

- Secondary, CYC, BST, SSW, BA, BSW, MSW, other Social Service related programs/degrees

### Subsidy Requirements

- Be between 18 and 30 years of age at the start of employment
  - Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year
  - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act<sup>2</sup>; and,
  - Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
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### How to Apply:

- To apply, please email your resume and cover letter quoting the competition number and title of position you wish to apply for, to: [hr@facsfra.ca](mailto:hr@facsfra.ca) For summer student positions, applicants must complete and submit 'Summer Student Employment Application Form' located on website under careers section.
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.
- When applying for multiple positions, please submit a separate application for each position following the above instructions.

Interested and qualified applicants are invited to apply in writing by March 17, 2017

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We would like to thank all applicants; however, only those selected for an interview will be contacted.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation during the interview process, please contact Human Resources.

NOTE: We are a scent-free workplace.