

Position:	SUMMER STUDENT – Sports and Recreation Coordinator	Hours:	35 hours/week Flexibility is required (Monday – Friday 8:30 a.m. – 4:30 p.m.)
File No.:	FACSFLA-1819-89	Number of Positions:	1
Employment Type:	Full-time Temporary	Location:	Kingston, ON
Date Posted:	February 11, 2019	Closing Date:	March 03, 2019

Tasks and Responsibilities

- 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)

Requirements

- Ability to work in a team environment
- Possess a valid driver's license with access to a vehicle
- 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
- Currently completing a College Diploma or University graduate degree and returning to school in the fall
- Due to subsidy requirements, must be between the ages of 18 - 30
- Proficiency in English and French would be considered an asset

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number (FACSFLA-1819-89) and title of position you wish to apply for, to: hr@facsfla.ca Interested and qualified applicants are invited to apply in writing by March 03, 2019
 - 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.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

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 considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca .

NOTE: We are a scent-free workplace.