

Job Posting - Summer Students

Location: Pembroke and Renfrew

Number of positions: 4

Description:

Family and Children's Services of Renfrew County is currently recruiting summer students for various positions in the organization. Most summer placements begin in May and conclude at the end of August:

- Summer Employment and Training for Teens – Job Coach (2 – one in Renfrew, one in Pembroke)
- EarlyON Assistant (1)
- Camp Coordinator (1)

Please visit our web site at <http://www.fcsrenfrew.on.ca/careers> for further details of our summer student opportunities. Deadline for applications is March 31st, 2020.

Qualifications:

- Currently enrolled in a post-secondary establishment and returning to school in September 2020
- Valid driver's license and a reliable automobile may be required for some positions
- Must have the ability to work independently, be highly organized and have sound knowledge in working with basic computer applications such as Microsoft Office, Word and Excel.
- A clear vulnerable sector police records check
- First Aid and CPR Certification is considered an asset
- Oral and written proficiency in French is considered an asset.
- Excellent interpersonal skills, self-discipline, good judgment.
- Well-developed organizational skills with an ability to prioritize and manage time effectively.
- Respect for confidentiality and professionalism when handling confidential documents.
- Ability to maintain good public relations, to get along with staff and to relate effectively, efficiently and responsibly to management.

Additional Information:

We are looking for 4 full time students for the summer of 2020.

Wage: \$14.00/hr, 35 hours/week

Family and Children's Services of Renfrew County is committed to providing a barrier free workplace. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest; however, only those considered for an interview will be contacted.

Contact Information:

Please submit your resume and cover letter to careers@fcsrenfrew.on.ca and reference "Summer Student, (and the positions applied for)" in the subject line.

You can also apply directly to:

Supervisor of Human Resources
Family and Children's Services of County of Renfrew
77 Mary Street, Suite 100
Pembroke, ON K8A 5V4