

Job Information

Job Title	1 Summer Support Position Social Service Volunteer Coordinator (social media, Communications, Community Initiatives)
Location	Smiths Falls
Reports to	Finance Manager
Term	Full Time - Contract – Canada Summer Jobs
Estimated Start Date	ASAP
Estimated End Date	On or before August 30, 2025
Evaluation Salary Band	\$16.20/hour
Type of Position	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/> Other: Contract
Posting Date: April 29, 2025	Closing Date: May 9, 2025 by 4:30pm

This job is part of the Canada Summer jobs program and open to all youth ages 15-30.

All interested applicants should forward a current resume and covering letter and location preference to HR at; hr@fcsllg.ca quoting; Summer Support Position – Social Service Volunteer Coordinator.

Family and Children's Services of Lanark, Leeds and Grenville is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital/family status, sexual orientation, gender identity, aboriginal status, age or disability.

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

Job Summary

Working directly with the Volunteer & Community Initiative Coordinator and reporting to the Finance Manager, the Summer Support Social Service Volunteer Coordinator position will be responsible for the summer camp coordination and will work directly with the Volunteer and Community Initiatives Coordinator to help implement a safe, fun and engaging summer camp program for children and youth. They will assist in program planning, communication, registration and enrollment, as well as feedback collection for program evaluation and report back. They will liaise with various agency departments to assist in building social media templates and community newsletter templates for the agency, focused on community engagement, scheduled communications, donations and fundraising activities. The successful applicant will work in an organization that embraces EDI, promotes individuality and creativity and provides everyone with equal opportunities to flourish and succeed in their career.

Key Tasks and Responsibilities

Functional Duties

- Familiarity with child protection including Child, Youth & Family Services Act, 2017
- Familiarity and experience with multiple social media platforms including Facebook, Instagram, Twitter and LinkedIn
- Responsible and self-motivated with excellent organizational skills and the ability to work with minimal supervision



- Performing tasks assigned by the manager with children, families and other corporate resources in a goal directed manner.
- Excellent interpersonal skills and the ability to work in a team-delivered organizational model
- Excellent customer service skills to be exercised in a variety of settings
- Exercise discretion with confidential information
- Ensure highest standards of professionalism are met and maintained
- The possession and maintenance of a valid driver's license and access to a vehicle is preferred
- Assist with any general duties, as requested and/or required by the Service Manager
- Protect own health and health of others by adopting safe work practices (report unsafe conditions immediately). Attend all relevant in-services regarding Occupational Health and Safety and follow all guidelines for employees and employers, as legislated under the Ontario Occupational Health and Safety Act.
- Perform other duties as assigned

Relationship Duties

- Demonstrate behaviours, actions and attitudes that are consistent with FCSLLG's vision, mission and values
- Develop and foster respectful and accountable working relationships with key stakeholders, internal and external to the FCSLLG
- Demonstrate effective and professional behaviour that will create an environment to achieve organizational outcomes
- Demonstrate abilities to work within a constantly changing environment

Team Building/Interpersonal Duties

- Demonstrate professional, respectful, collaborative working relationships
- Active participation and engagement in continuous learning activities
- Professional standards of communications with all internal and external contacts

Core Competencies

Background/Education/Experience

- Education: Completion of at least one year of University/College, preferably in an area of media, communications and/or marketing (Preferred)
- Satisfactory Police Records Check and Vulnerable Sector Screening
- Valid Driver's License, and access to a reliable motor vehicle with business use automobile insurance and, where appropriate, the OPCF 6A rider ("Permission to Carry Passenger")

Skills and Attributes

- Understanding of and an ability to work in an environment of change and acceptance of the challenges inherent in an environment of change
- Demonstrated written and oral communication skills
- Computer aptitude and proficiency. Comfortable in an office environment and familiar with Microsoft Office, Excel, Outlook, and possess a willingness to learn new programs.
- Ability to work independently with a high level of initiative and self-direction
- Ability to maintain a high standard of privacy and confidentiality in the performance of duties

Efforts and Working Conditions

- Work is performed at a desk in a normal office environment as well as out of the office meetings with children, families and other community organizations.



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SUMMER STUDENT JOB POSTING

- Long periods of sitting and computer/phone use
- Some travel within the FCSSLG region including occasional travel to satellite offices
- Occasional travel outside the FCSSLG region