

JOB DESCRIPTION

Job Title:	Administrative Support Worker
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Work Location: Chestermere	Date Hired:
Hiring Supervisor: Director of Programs Cindy Storozinski	Department: South East Rocky View Family & Community Support Services
Temporary Position: Yes <input checked="" type="checkbox"/> No	Completion Date:

(For Official Use Only)

Compensation Placement:	\$XX.XX per hour	
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SUMMARY:	
To provide information to the people or organizations contacting the South East Rocky View Family and Community Support Services office in a friendly, personable manner.	
To organize, update and maintain information and resource material in the community resource center.	
To create informational, educational and marketing material as required.	
To provide administrative duties to ensure smooth running of the office and administrative support to the S.E.R.V. F.C.S.S. staff.	

REPORTING RELATIONSHIPS:	
Reports to: Immediate supervisor – Director of Programs	
Supervises: n/a	

RESPONSIBILITIES:	
1. Provide administrative functions that ensure the smooth running of the office.	
2. To provide information and/or referral to people or organizations contacting the S.E.R.V. F.C.S.S. office in a friendly, personable manner.	
3. To ascertain and acquire, organize, update and maintain 'Welcomer' information and resource material.	
4. Create and distribute informational, educational and enhancing awareness material.	
5. Produce a monthly newsletter that is relevant, timely and representative of the S.E.R.V. F.C.S.S. mission. Research and acquire information to be put into the newsletter, and ensure the newsletter has been mailed and received by recipients.	
6. Create and ensure information, evaluations and surveys are distributed to necessary recipients.	
7. Provide administrative support to staff of the S.E.R.V.F.C.S.S.	
8. Register participants in programs, ensure room is booked, equipment and supplies are available and room is/will be set up as required and presenter is confirmed.	
9. Disseminate incoming material/information, and ensure that matter is forwarded to appropriate person/group.	
10. Ensure applicable persons associated with SERV FCSS have completed a criminal record check, child welfare check	
11. Manage the resource center material: contact borrowers of material if necessary, follow up with person to guarantee return.	
12. Coordinate and oversee the Parents & Tots program in Chestermere: including coordinating speakers, advertising and evaluating program, ensuring proper childcare is being conducted and coverage is appropriate for # of children, registration and reports are up to date, supplies are available.	

EDUCATION:	
Training in MS Publisher or comparable program a definite asset.	

EXPERIENCE:	
Excellent time management skills necessary.	