

## **Central Peace FCSS Program Coordinator Job Description**

### **Position Summary**

Reporting to the FCSS Board Chairperson or his/her designate, the FCSS Board of MD # 133 and to the Chief Administrative Officer of MD #133, the Program Coordinator is charged with the responsibility of managing the FCSS program, working with the Board in the design, implementation, co-ordination and administration of preventative social service programs that conform to the intent and guidelines of the provincial government's FCSS program.

To some extent, the Coordinator will also be responsible for promoting FCSS through activities related to the analysis, planning, execution, control and evaluation of both fundraising and public relations events.

The Program Coordinator will attend all meetings as necessary for proper execution of the FCSS program, including the monthly evening FCSS Board meetings.

### **Responsibilities and Duties**

#### **A. Administration**

1. Keeps track of donor participation and gifts
2. Public relations
3. Research
4. Aware of community groups and available resources
5. Attends all FCSS Board meetings
6. Takes minutes at FCSS Board meeting
7. Gets agenda and meeting packages ready for Board members with input from Chairperson and other members
8. Attends FCSS regional and/or provincial meetings whenever possible
9. Provides monthly report to the Board on the activities of the FCSS department including both administrative and financial program
10. Receives correspondence and records it for board meeting and when appropriate makes the Board aware of any need for action
11. Document and compile statistics for FCSS programs and projects for future use when doing year end government report
12. Submit monthly time sheet to MD payroll staff
13. Creates and implements any documentation necessary in the performance of duties in working with clients

#### **B. Program Implementation**

1. Recruits, trains and supervises volunteer support personnel in establishing and maintaining programs
2. Analyzes the need and opportunity for programs – identify local needs

3. Shall design, implement, co-ordinate and administer preventative social service programs that conform to the intent and guidelines of the provincial government's FCSS program
4. Assisting individuals to gain access to needed support services
5. Keeps a log of all steps taken to start and maintain a program for use in future or by other individuals.
6. Develops and/or assists in a recognition program to recognize volunteer participation and works towards their retention.

### **C. Financial and Funding**

1. Works within budget
2. Prepares and submits an annual FCSS budget to the board for approval
3. Codes expenses to appropriate programs to ensure correct accounting
4. Works with other municipal employees to ensure financial records are prepared correctly
5. Assures provincial grant reports are submitted annually
6. Researches and obtains other sources of program funding in addition to provincial grants – includes doing grant applications
7. Ensures all funds are utilized in accordance with the FCSS Act
8. Provides fund raising initiations and support to the FCSS program

### **D. Public Relations**

1. Attends and networks with as many community agency meetings and functions as necessary to be able to fulfill the role of FCSS Coordinator
2. Provides assistance with the preparation of applications for funding and associated documents to local volunteer and/or not-for-profit organizations
3. Acts as a referral and information source for the general public
4. Liaison and coordinates events and programs with those already implemented by other government agencies and community groups
5. Provides a short one paragraph article for MD newsletter every week whenever possible to let the public know what is happening in FCSS
6. Promotes FCSS in all aspects including creation and distribution of brochures, bulletins, advertising and other marketing tools.

### **E. Professional Development**

1. Keeps up-to-date on any new information or research to enhance the position of FCSS Coordinator
2. Attend workshops and/or training when feasible and when approved or requested by the FCSS Board or MD #133 CAO

### **F. Various Other Duties**

1. When time permits, preparation of a plan for next year's FCSS position
2. Additional duties as required by the CAO and/or the FCSS Board within the FCSS portfolio.