

EMPLOYMENT OPPORTUNITY

Family, Child & Youth Programmer

Term, Part-Time - Competition 22-014



The Town of Didsbury is currently accepting applications for a temporary, part-time programmer with our Mountain View Family Resource Network (MVFRN). Reporting to the MVFRN Program Supervisor, this position, through direct program delivery, provides universal and targeted programs that focus on promoting healthy social interactions and well-being for families, children and youth in Mountain View County. This term runs until March 31, 2023. This challenging opportunity is best suited for those who have high-energy, are creative and can develop and implement high quality programming. This position also requires the flexibility to work evenings and weekends.

PRIMARY DUTIES WILL INCLUDE:

- Offers a comprehensive range of high-quality, formal and informal programs that promote healthy social, emotional and mental development of families, children and youth while meeting the diverse needs of the communities. Programs are sensitive to culture, gender, sexual orientation.
- Provides up-to-date community resource information on services and supports available based on needs and requests.
- Responsible for the overall coordination and delivery of programs and events: Planning, set-up/take down, purchasing materials/supplies and registration.
- Maintains a current inventory of equipment/resources.
- Participates in community events as required.
- Keep current program statistics, online data entry and required reporting.
- Responsible for maintaining and storing member information according to Town of Didsbury and FOIPP requirements.
- Ensures that all marketing or promotion requests follow MVFRN set guidelines.
- Ensures Town of Didsbury Occupational Health and Safety Program is adhered to in all program and position duties.
- Attend scheduled staff meeting and other meetings as required.

QUALIFICATIONS:

Required

- Working toward or have completed post-secondary education, preferably in human services or Youth Development
- Advanced experience in using social media platforms
- Availability to work evenings and weekends
- Current first aid and CPR certificate
- Working toward or have completed the Core Brain Story Certification

Desired

- Experience working with families, children, youth and community agencies.
- Experience in group facilitation.

HOURS OF WORK: Approximately 15 hours per week with some weekends and evenings required.

CLOSING DATE: Until a suitable candidate is found.

Please note: a criminal record check, vulnerable sector check and child intervention check required

If you are looking for a challenging and rewarding opportunity, you are invited to submit a cover letter and resume quoting Competition 22-014 to:

Stefanie Halfyard, Manager of Human Resources, Town of Didsbury
Box 790 Didsbury, AB T0M 0W0
Email: shalfyard@didsbury.ca | Fax: 403.335.9794 | Tel: 403.335.7366

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

For information about the Mountain View Family Resource Network, please visit us at www.mvfrn.ca