



# Family & Children's Services of Renfrew County

*Together, A Caring Community.*

## Summer Student Employment Darlene Aikens Summer Camp Coordinator

**Reports to:** Supervisor  
**Location:** Pembroke

### **POSITION SUMMARY:**

This summer student position will provide Coordination of the Agency camp program. Completion of camp forms, acquiring all necessary documentation, coordination of transportation for campers to and from various camps. They are required to maintain records related to stats for the camp program and engage with parents, foster parents and the camps by telephone for registration purposes.

### **KNOWLEDGE & SKILL REQUIREMENTS:**

- Currently enrolled in a post-secondary establishment and returning to school in September 2021
- Must have valid Ontario Driver's License and access to a vehicle
- 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.

### **DURATION:**

Beginning of May until end of August

### **SALARY:**

\$14.25 per hour

**Deadline for applications is April 9<sup>th</sup>, 2021 by 4:30 p.m.**

**Our preferred method of resume collection is by electronic submission to [careers@fcsrenfrew.on.ca](mailto:careers@fcsrenfrew.on.ca) Please reference "Camp" in your subject line.**

**You can also apply directly to:  
Supervisor of Human Resources  
Family & Children's Services of Renfrew County  
77 Mary Street, Suite 100  
Pembroke, ON K8A 5V4**

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