**Summer Student**

**Darlene Aikens Summer Camp Coordinator**

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| **Reports to:** | Supervisor  |
| **Location:** | Pembroke  |
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**POSITION SUMMARY:**

This 16 week contract 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 post-secondary establishment and returning to school in September 2018
* 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 Word and Excel.
* A clear vulnerable persons criminal reference check
* First Aid and CPR Certification is considered an asset
* Oral and written proficiency in French is considered an asset.

**SALARY:**

$14.00 per hour

**Deadline for applications is March 09, 2018 by 4:30 p.m.**

**Our preferred method of resume collection is by electronic submission to** careers@fcsrenfrew.on.ca

**You can also apply directly to:**

**Human Resources Coordinator**

**Family and Children’s Services of County of Renfrew**

**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.**