



Lanark County

Community Resource Coordinator Position Opportunity (Part Time)

(22.5 hours weekly with 24/7 on call and accessibility requirement) (Internal/External Posting)

The **Community Resource Coordinator** provides support to the Executive Director in the delivery of the VCARS and VQRP program in Lanark County. The Community Resource Coordinator under the direction of the Executive Director provides multimedia resource coordination (web site posting/updating, brochures, media resources etc., data base updates, assists with new recruit application and training), assistance\backup support to the Volunteer Resource Coordinator in addition to providing administrative/office support.

(A copy of the full job description is available at: Victim Services – Lanark County.....91 Cornelia Street West, Smiths Falls Ontario or by email request to lanarkvcars@bellnet.ca

Candidates must possess and demonstrate the following **combination of education and experience:**

- thorough knowledge of social service and victim issues, generally acquired through post-secondary education in social work, program administration or a related field (and/or equivalent experience)
- ability to produce multimedia documents, attend community awareness sessions and support info session scheduling/tools for agencies
- ability to provide support to volunteers and victims of crime, tragic circumstance and disaster
- experience with non-profit agencies and supervision/coordination of volunteer services
- strong interpersonal/communication skills and the ability to maintain good working relationships with a broad range of members of the community, including police services and social service providers
- knowledge of the justice system and community resources, multimedia tools and supports
- proficiency in the use of Microsoft Word, Excel, Outlook and MS Publisher, Web Programming and Database Maintenance and updating, together with general clerical skills and record keeping experience
- willingness to adhere to strict rules of confidentiality and code of conduct
- valid Ontario driver's license and a reliable vehicle, properly insured pursuant to Agency policies
- must be willing and able to work weekdays Monday to Friday together with evenings and weekends (as required) in addition to 24/7 on-call duty and accessibility to pager and cell phone

This is a part-time contract position with 45 in office hours bi-weekly (Monday to Friday) requiring the ability to work evenings and weekends, including a minimum 2 hour bi-weekly temporary special project allocation, combined with a 24/7 on call and accessibility to pagers and cell phone requirement. The successful candidate must complete the 40 hour training sessions for volunteers/staff starting in March 2012, Thursday evenings and Saturdays as well as the Provincial Standards Accessibility training.

Salary Range: \$17.54—\$19.25 per hour based on 2010/2011 Budget Allocations – contract ending March 2013.

Applications must be received at the address below no later than 4 pm on Thursday, February 16th, 2012. Please submit a cover letter and resume, in a sealed envelope clearly stating they are applying for the Community Resource Co-ordinator position and marked—"confidential" to be delivered via regular mail or personal delivery to: (no email delivery)

Margaret Lapensee – Executive Director

Victim Services – Lanark County

91 Cornelia St. W., Unit 109, Box 23

Smiths Falls, ON., K7A 5L3

613-284-8380

1800-575-0067 (toll free)

www.vcarslanarkcounty.com