



# BRUCE GREY CHILD & FAMILY SERVICES

## SUMMER STUDENT ADMINISTRATION

<b>POSTING #:</b>	2026-08
<b>EMPLOYEE GROUP:</b>	Contract (Approximately 14-16 weeks), 35 hours/week
<b># OF POSITIONS:</b>	1 position
<b>REPORTS TO:</b>	Supervisor of Administration
<b>LOCATION:</b>	Owen Sound
<b>SALARY:</b>	\$20.00 per hour
<b>DATE POSTED:</b>	February 27 <sup>th</sup> , 2026
<b>CLOSING DATE:</b>	March 9 <sup>th</sup> , 2026
<b>POSTING TYPE:</b>	Internal & External

Please submit your application quoting posting number above with the title of the role to Human Resources at [hr@bgcfs.ca](mailto:hr@bgcfs.ca) before 4:30pm on the closing date.

This posting is for an existing vacancy.

### PURPOSE STATEMENT

The student will provide in-office support to the administration team. The work of BGCFS is considered essential. The organization has policies, procedures, and practices in place to ensure a response to urgent child protection matters at all times.

### MAIN DUTIES & RESPONSIBILITIES

#### Clerical & Administrative Support

- Provides administrative support including photocopying, scanning, uploading, typing documents, screening visitors, setting up and starting Teams Meetings, and answering phones, among other duties.
- Directs messages and provides information and/or assistance and directs or refers as appropriate and with urgency, if required
- Arranges for internal, correspondence and/or courier distribution of information
- Scans and photocopies documents
- Ensures supplies are maintained at an adequate level

#### Organization of Meetings/Scheduling

- Co-ordinates and starts meetings as needed using Teams or other virtual platforms where requested.
- Inviting participants, scheduling times and dates and all logistics including booking board and conference rooms.
- Coordinates and manages virtual meetings

#### Relationship Management

- Demonstrates behaviours, actions and attitudes that are consistent with BGCFS's vision, mission, and values
- Ensures effective and professional communications with all internal/external contacts
- Develops and maintains collaborative relationships at all levels of the organization to build trust and confidence in the services provided

- Establishes positive relationships with key stakeholders, internal and external to the BGCFS such as other agency staff, community contacts, foster parents, volunteers, Ministry contacts, police, clients, and families
- Share's information according to privacy and/or confidentiality guidelines
- Ensures appropriate communication with manager at appropriate time
- Respects ethnic, spiritual, linguistic, familial, and cultural differences

### **Team Building**

- Develops professional working relationships with all staff
- Works respectfully, positively, and collaboratively within a team environment sharing experiences and lessons learned
- Supports the team and works with team members to ensure agency needs are met including daily administrative and reception coverage requirements

### **Other Related Activities**

- Provides basic technical support for basic usage of computers, software, and devices such as printers and completes user-level maintenance of office equipment
- Knows and adheres to all applicable BGCFS policies, procedures, and relevant administrative practices
- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations

## **KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS & ATTRIBUTES**

### **Qualifications**

- Grade 12 required, working towards a diploma or degree with preference to administrative studies.
- Previous experience as a BGCFS summer student is considered an asset.

### **General Skills and Attributes**

- Strong critical thinking
- Excellent computer literacy and skills
- Solid ability to use MS Office applications (e.g., Word, Excel, Outlook, PowerPoint, Adobe, and/or Publisher)
- Good written, oral communication and interpersonal skills providing constructive, meaningful, and timely interaction with all levels of staff
- Ability to complete tasks with attention to detail in the presence of frequent interruptions
- Highly detail-oriented
- Accountable for own actions and decisions, making decisions within the scope of the position and referring issues/problems/events to the manager as required
- Flexible, adaptable, and responsive to change
- Ability to maintain privacy and confidentiality
- Acts with integrity, trustworthiness, humility, transparency, and compassion
- Able to assess and escalate risk to Supervisor

## **EFFORTS & WORKING CONDITIONS**

- Intermediate periods of sitting and computer/phone use
- The staff has the freedom to move about or change position at will
- Multi-tasks within a fast-paced, high-volume, and demanding environment
- Frequent interruptions

- Lifting of boxes, portable equipment required

## DISCLAIMER

*The preceding position description has been designed to indicate the general nature, level and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.*

*Proof of COVID-19 Vaccination is not a pre-requirement of employment at this time; however, it is recommended. Should Public Health requirements change in the future all employees would be required to provide proof of vaccination.*

## BGCFS COMMITMENTS

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at [hr@bgcfs.ca](mailto:hr@bgcfs.ca) . Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*

*We are committed to promoting a culture of belonging and inclusion in an environment that is both physically and psychologically healthy and safe.*