

Almage Senior Community Centre

JOB DESCRIPTION

TITLE: Executive Director

WORK SCHEDULE: Full Time

SALARY RANGE: \$50,000 - \$55,000

ACCOUNTABILITY: Governing Board

STATEMENT OF RESPONSIBILITIES:

- Direct, manage and administer Almage Senior Community Centre, including all programs and functions;
- Administratively support Governing Board and be present at board meetings as Ex. Officio member of the board;
- Develop and integrate performance culture and quality control in planning, implementation and evaluation of new and existing programs using measures of Effectiveness, Efficiency and Relevance;
- Implement approved policies, procedures and decisions of the Governing Board ;
- Advocate on behalf of English Speaking seniors for government and community resources in areas of health and social services;
- Manage, supervise, coach and evaluate all employees;
- Prepare Annual Report and all Government program reports;
- Develop and recommend to Governing Board and manage budgets for programs funded directly by the centre;
- Manage budget for programs funded by Centraide and others;
- Assess community needs and recommend strategies or programs that respond to the needs;
- Encourage the involvement of seniors in program planning and implementation;
- Undertake special projects related to organizational wide objectives;
- Develop and implement a system of data collection necessary for program planning, evaluation and reporting to funders;
- Manage Centre facilities including apartment rentals;
- Represent Centre out in the Community;
- Maintain up-to-date personnel files including sick leave, vacation, entitlement etc;
- Receive and process all data pertaining to Pension, Life and Health Insurance plans etc;
- Prepare input sheet for payroll processing;
- Work with the Human resources Committee;
- Work in close collaboration with the Book-keeper (Accounting)
- Other related duties as required.

DEMENTIONAL DATA:

- This position is responsible to manage all employees, students and volunteers hired by the centre

QUALIFICATIONS:

- Minimum Bachelor degree in Social Services or equivalent in a related field (Years of experience can be considered as equivalent)
- Minimum three years of experience in Management, Planning, Development, Implementation of programs and/or of human resource management;
- Demonstrate knowledge of social services network and social policy;
- Demonstrate knowledge of Gerontology and community served by Almage Senior Community Centre;
- Proficiency in both French and English;
- Demonstrate communication, leadership and coaching abilities.

May 15, 2018.