

Job posting: Community Centre Director

Fernwood NRG is searching for an enterprising and engaging individual to lead and manage the operations of the Fernwood Community Centre. Reporting to the Executive Director, the Community Centre Director will lead a team of 30 staff, and manage an annual operating budget in excess of \$1.5m in a manner consistent with the NRG's declaration of principles and values. The operations of the Community Centre are diverse, and include child care, family support, food security, and recreation programs.



The Community Centre Director will be expected to create and build support for a vision for the programming and activities at the Community Centre that is consistent with Fernwood's neighbourhood identity. The overall goals are to maximize the use of the facility and to provide relevant and valuable programs and services to the neighbourhood.

The ideal candidate will be dynamic and innovative—an inspiring leader with proven experience successfully implementing new, impactful programs and delivering projects in a community setting. The Community Centre Director will build relationships with neighbourhood residents and other organizations, as well as with a network of service providers to ensure the highest possible level of collaboration and service to the neighbourhood.

The Director will be considered a member of Fernwood NRG's management team, and will attend board meetings as required to provide advice and guidance into long term plans and decisions. Availability for occasional work on evenings and weekends is a requirement.

All of our staff receive competitive wages, extended health and benefits, vacation leave and professional development opportunities.

To apply for this position, email a resume and cover letter to lee [at] fernwoodnrg.ca. This posting closes March 17th, 2017.

Fernwood NRG thanks all applicants for their interest and advises that only those to be interviewed will be contacted. Candidates selected for an interview will be required to complete a written assignment prior to the interview.

Job Summary

Reporting to the Executive Director, Fernwood NRG the Director, Fernwood Community Centre is responsible for all of the operations of the Fernwood Community Centre. This position provides leadership to a team of coordinators and staff at the Community Centre. The Director plans, organizes, directs, controls, and evaluates the operations and finances of all Community Centre programs including: child care programs, family support programs, food security programs and recreation programs. This position cultivates relationships with neighbours and external stakeholders to ensure the highest possible level of neighbourhood collaboration to support the delivery of exceptional programming. With support from the Executive Director, the Director plans for the long term financial sustainability of Community Centre programming and actively works to identify and create additional revenue streams.

Duties and Responsibilities

Program/Operations Management

- Researches and develops new programming that reflect the needs and identity of the neighbourhood
- Works with program coordinators to create and deliver a distinct Fernwood identity and direction in the provision of community programming
- Ensures proper documentation of all programs and their participants as required
- Continually evaluates program effectiveness
- Ensures that the facility and programs remain compliant with all relevant legislation and policy

Financial Management and Reporting

- Monitors program expenditures to ensure effective use of resources
- Prepares an annual budget for the Community Centre in consultation with the Executive Director
- Ensures all programs and services adhere to funder requirements and to the budget
- Completes accountability reports for funders and responds to calls for proposals
- Ensures fee-based programs operate at capacity through marketing and wait-list management
- Develops business plans or proposals for new program offerings
- Attends Board of Directors meetings as required to report on program and financial outcomes and to present programs plans and budgets

Human Resource Management

- Provides staff with leadership, direction and opportunities for professional development
- Ensures staff with appropriate skills and qualifications are recruited, oriented, trained and evaluated
- Maintains appropriate staffing levels while using resources prudently
- Acts as the senior manager at the Fernwood Community Centre for hiring and discipline

Community Relations

- Promotes programs within the neighbourhood to ensure high levels of participation
- Reaches out to other organizations and individuals to learn about emerging needs and approaches
- Fosters and maintains positive relationships with other community organizations in Victoria
- Fosters and maintains positive relationships with funders

Qualifications/Requirements

- Related Degree (or Post Graduate Degree) strongly preferred
- Three to five years of experience of front-line service delivery in a community setting
- Front-line experience working with children, youth or families preferred
- Three years of management experience in a community setting preferred
- Experience managing a budget of \$500,000 or more preferred
- Leadership experience working or volunteering in the non-profit sector preferred
- Previous experience responding to RFPs, writing proposals, or grant writing is required
- A high level of competency using Microsoft Office is required
- Excellent verbal and written communication skills are required

Wage/Hours of Work

- Up to \$60,000 per year based on qualifications and experience
- This position is required to work flexible hours in order to achieve organizational objectives, including attending Board of Directors meetings and being present at events (evenings and weekends as required)
- This position will receive three weeks of holiday to start, along with a week at Christmas as part of our annual closure
- This position is eligible for participation in Fernwood NRG's benefits plan