



EXECUTIVE DIRECTOR – Job Description

Pender Harbour Community School Society’s Mandate

The mandate of the Pender Harbour Community School Society includes:

- Building a sense of community through promotion of recreation, leisure, and lifelong learning projects, programs, and services
- Facilitating the development of a wide variety of programs, services and opportunities for all ages in collaboration with other community services
- Developing a long-range plan to ensure stability and growth of the Pender Harbour Community School and Harbour Learning Centre
- Implementing a variety of communication strategies among and with key stakeholders
- Setting annual goals based on community needs, including an evaluation process
- Conducting a periodic community needs assessment
- Overseeing the operation of Community School programs, services and staff
- Overseeing the finances of Community School programs and services, including the setting and administration of an annual budget
- Maintaining accurate records of its operations, agendas, minutes, correspondence, and financial records

Community School Philosophy

The Community School strives to address the needs of the community through the development of relevant and appropriate projects, programs and services. This process provides an opportunity for lifelong learning and leadership through the planning, implementation and evaluation of activities and services. The philosophy of Community Education encourages integration of projects, programs and services with other agencies/organizations in the community.

Position summary

Reporting to the PHCSS Board of Directors, the Executive Director is responsible for the implementation, management, supervision and evaluation of all programs, services and staff in accordance with the standards set out by the organization and provided by the funding and program parameters of our government and community partners.

As the manager of programs and services, the Executive Director participates in strategic planning, budgeting initiatives and ongoing solution-based decision making. He/she works within the guidelines, policies and mission of the organization and is accountable and responsible for the organization’s programs and services.

Duties and Responsibilities

The role of the Executive Director includes:

1. Acting on behalf of the Pender Harbour Community School Society in managing all organizational matters.
2. Supporting the Community School Society in promoting the Community Education concept and Community School model among school administration and staff, neighbourhood residents, community agencies/organizations, governments and local businesses.
3. Liaising between the various governmental bodies and providing leadership of the Community School operations in areas such as:
 - Coordinating the integration of community resources and services
 - Developing partnerships with community organizations and businesses
 - Facilitating fundraising and grants submissions
 - Supporting staff and volunteer involvement
 - Developing programs and services to meet local needs
4. Providing documentation for program evaluation required by the Ministry of Education (SD46) CommunityLINK, SCR D Community Recreation Program, SCR D Youth Program, BC Direct Access Gaming, and other funders and partners.

Human Resource Management

- Direct, plan and coordinate the work of the program staff/contractors including supervision and evaluation, training, and team building
- Ensure adequate and qualified staff/contractors to carry out the program activities
- Responsible for the selection, hiring, contracting, coaching, and discipline of the program employees and/or contractors
- Organize and attend team meetings as required to maintain effective communication

Programs and Operations

- Responsible for the implementation, management, supervision and evaluation of all Community School programs and services, activities and operations
- Responsible for the supervision and management of the data system (e.g., course details, program stats, membership list, etc.)
- Compile, maintain and report on the monthly, quarterly and annual program statistics and performance

- Analyze trends in the program, identifying issues and developing and recommending solutions to the PHCSS Board of Directors
- Develop, implement and evaluate recruitment strategies to expand the number of volunteers, instructors, and contractors to support the programs and services and by the number of clients participating in, or served by, the programs and services
- Responsible for the expansion of the programs, forming partnerships where appropriate

Finance

- Manage the finances of the Community School, including setting and administration of an organizational and program budgets; government remittances and reporting; accounting procedures
- Ensures all aspects of A/P, A/R and Payroll are completed in an ongoing and timely manner
- Compile, analyze and report on financial outcomes and variances in the programs and on statistical trends in the programs
- Prepare financial year end working papers for the organization's Accountant

Committees & Partnerships

- Participate in regional and local committees as deemed appropriate by the Board of Directors

Qualifications & Characteristics

The Executive Director possesses the following qualifications and characteristics:

- Post secondary education and/or extensive experience in non-profit management, social services, or related fields such as recreation, human services, health and education; or an equivalent combination of education, training and experience
- Strong problem solving and group work leadership skills
- Ability to work independently and as part of a team and to foster partnerships with community groups, businesses and agencies
- Financial management, budgeting, grant writing and reporting experience
- Sound computer skills (e.g., MSOffice, Google Docs, Quickbooks)
- Ability to work flexible hours as needed
- Have access to a vehicle
- Commitment to community, volunteerism, and lifelong learning
- RCMP Criminal Records Check is required prior to appointment