

# Gloucester Senior Adults' Centre

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## **JOB DESCRIPTION**

**POSITION:** Executive Director, Gloucester Senior Adults' Centre (GSAC)  
Ottawa, Ontario

**REPORTS TO:** Board of Directors

**JOB SUMMARY:** As a non-profit corporation, in this capacity the incumbent is responsible for implementation of policies set by the Board of Directors as well as annual goals, objectives, financial grants, program planning and execution, and administrative management of GSAC. Guidance and direction is provided by the Board of Directors

## **DUTIES AND RESPONSIBILITIES:**

- Manage the day- to- day operations of the Centre
- Develop the planning process and implementation of the Board's decisions
- Prepare written and statistical reports as required
- Manage, plan, submit and report the annual budget to funders
- Ensure payment for staff and contractors, shopping and procurement of supplies

- Prepare the daily float and balance the daily revenue
- Co-ordinate the rentals at night and on week-ends
- Seek, develop, submit grant proposals and look for further funding opportunities
- Oversee fundraising events
- Plan and execute all GSAC's program activities and special events
- Lobby and advocate on seniors issues
- Provide information to members on communities resources
- Responsible for liaison and partnership organizations;

- Responsible for providing information, advice, and counsel to the Board of Directors in the creation of policies, programs, and strategic direction of the Centre
- Responsible for support of all activities associated with the Board of Directors
- Liaise with all levels of government

## **SUPERVISION:**

- Responsible for supervision of all assigned staff, including interviewing, recommendation for hiring and training employees; planning, assigning and directing of work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

- Assist volunteers, co-ordinate as required
- Provide evaluation of needs and assist in the development of volunteer/staff training workshops
- Able to supervise service programs and daily operations of organization and staff.

## **PROGRAMMING:**

- Advise the Executive Committee in determination of program requirements
- Assist in selection/recruitment of volunteers and board members
- Manage the development of programs, special events and the seasonal program
  
- Be an ex-officio member of each centre committee.
- Represent the Centre in appropriate community networks and committees

## **EDUCATION and/or EXPERIENCE:**

- Attainment of a BA or other equivalent post-secondary degree in a related field and seven (7) years of experience in providing program development and delivery for seniors, at least five (5) of which shall have been in a management capacity
- Experience working with seniors and
- Training in first aid, in AED, and have an up-to-date Police Record Check.

## **LANGUAGE SKILLS:**

- Ability to read and analyze financial reports, legal documents, technical procedures, governmental regulations.
  
- Write reports, business correspondence, and procedure manuals; Respond to questions from membership, staff and members of GSAC and community;
  
- Communicate effectively in both written and oral form; and,
  
- Effectively present information to membership, top management, public groups, and/or board of directors

## **OTHER KNOWLEDGE, SKILLS AND ABILITIES:**

- A motivated leader with integrity and strong people skills and equally comfortable in making presentations before elected officials, public agency administrators and the public.
  
- Ability to relate to both seniors and co-workers within the Gloucester Senior Adults' Centre, Inspire others to participate in day-to-day activities, and mitigate conflict with seniors and/or co-workers
  
- Knowledge of the principles and techniques of research, grant development and grant administration, contract administration and negotiation, community organization, fiscal and organizational management, principles and practices of public relations
  
- Ability to plan, direct and coordinate activities; work with commercial vendors, government agencies, community groups and other organizations as necessary; communicate effectively in both written and oral forms; exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
  
- Perform other duties as required