



Assistant Director of Programs
Permanent Full-time
37.5hrs/wk

Major functions:

- Supports the Program Department at various locations by overseeing special events, room scheduling, and evaluations and compiling statistical reports;
- Liaises with and supervises program instructors;
- Compiles biannual Program Guides and writes and edits promotional information for monthly Association publication;
- Supports proposals for funding or granting sources for programs;
- Supports financial planning and annual budget.

Requirements:

- Degree or diploma in Recreation, Business Administration or equivalent combination of education & experience;
- Proficiency in program development, delivery, and evaluation using a community development approach;
- Strong customer service orientation and skills;
- Experience working with a not-for-profit, volunteer organization;
- Excellent computer skills and proficiency in the following software: Windows, MS Office Suite, and database systems;
- Excellent verbal and written communication skills;
- Effective attention to detail and a high degree of accuracy
- A well-defined sense of diplomacy including solid negotiation, conflict resolution, and people management skills, in reference to the supervision of volunteers.

Please submit application by Friday, May 18, 2018 to:

Director of Programs, Clare Williams at jobs@seniorskingston.ca

Job Description available on request

We thank all candidates but only individuals who are being interviewed will be contacted.