

Job Posting:

The Journey Neighbourhood Centre Manager

The Journey Neighbourhood Centre is looking to hire a Centre Manager who will be responsible for leading and managing day-to-day operations and programs. This is a full-time position, primarily requiring on-site work. Some flexibility of work schedule is required.

Responsibilities

Management – Programs and Administration

- Ensure program excellence by researching, establishing and co-ordinating new programs and events and/or enhancing existing program/events.
- Keep apprised of legislation, regulations, or rule changes to determine how The Journey's services could be impacted and ensure compliance with all regulatory requirements
- Develop relevant procedures and policies in conjunction with the Executive Director
- Measurement, tracking, evaluation and reporting of programs and services
- Support grant applications, fundraising opportunities and grant reporting
- Communication with Executive Director, staff, program leaders, partners and the neighbourhood
- Ensure timely and accurate financial administration

Management - People

- Supervise staff and liaison with program leaders
- Support and communicate with program leaders ensuring alignment with vision
- Interview and hire volunteers, placement students and paid personnel
- Ensure a volunteer strategy is in place and functioning

Management - Facilities

- Prepare and maintain records and reports, such as budgets, personnel records, or training manuals.
- Manage The Journey operations.
- Oversee facility upgrades & manage cleaning, maintenance and contracts
- Centre stocked with provisions, office supplies, etc.
- Carry forward & implement the vision as set by the Board

Qualifications:

- Leadership experience and ability to form and develop teams
- Developing specific goals and plans to prioritize, organize, and accomplish your work and support similar objectives with staff and key volunteers.

- Embraces diversity and able to work with various cultures and ages
- Proven successful Community service and development experience
- Possess a high degree of confidentiality/discretion
- Self-motivated

Skills:

- Able to empower, delegate and work through others
- Ability to work collaboratively with a variety of people
- Strong listening skills and ability to work through negotiating/mediating conflict
- Team player with strong communication, leadership, planning and organizational skills

Support & Accountability:

- Accountable to Executive Director
- Prepare and maintain regular action items/reports
- Lead staff/program leader meetings, attend Board meetings
- Establish annual personal development plan
- As appropriate attend North Bramalea United Church staff meetings for growth, support and communication (plus Sundays occasionally)