



Acting Director of Programs – Aquatics and Health and Fitness

Job Purpose

The Acting Director of Programs develops and implements the programs of the Dovercourt Recreation Association. They are responsible for the administration and financial management of their assigned areas. This position will replace the Director of Programs during a maternity leave.

Summary Description

The Acting Director of Programs develops and program goals, objectives, policies and procedures, budget and ensures proper management of all program operations for DRA, specifically in the areas of Aquatics and Health and Fitness.

Accountability

The Acting Director of Programs reports to the Senior Director of Operations.
Reporting to the Director of Programs are: Program Manager(s).

Key Contacts

- The Senior Director of Operations
- The other Centre Directors
- The Centre Managers and Coordinators
- The DRA clients & Partners

Responsibilities

Program and Service Delivery

- Research, develop, implement and supervise DRA programs in response to the strategic plan.

Financial and Risk Management

- Assist in the preparation, monitoring and reporting on the departmental budget and forecasting.
- Ensures prudent financial management within the budget guidelines.
- Develops policies and procedures to ensure safe and effective program delivery

Human Resources

- Provide the managers with ongoing and timely feedback and direction with personal work plans and to deliver their annual performance appraisals.
- Recruitment, hiring, scheduling and training of program staff.
- The timely delivery of performance appraisals and feedback to part time staff

Other Duties

- Performs other duties as assigned.

Skills and Knowledge

University degree in a related field of study combined with a minimum of 2 years experience or equivalent experience.



Required Qualifications:

- Standard First Aid/ CPR C
- Lifesaving and Lifesaving Swim Instructor
- National Lifeguard Service (NLS)
- Recognized certifications in at least two of the following disciplines as well as 1-2 years of teaching experience: group fitness, personal training, Pilates, aqua-fitness, spinning.

Preferred Qualifications:

- NLS Instructor/ Examiner
- First Aid Instructor/ Examiner
- Aquatic Supervisor Instructor

Demonstrated ability in:

- Staff management
- Program planning
- Monitoring budgets
- Staff training
- Report writing
- Public relations
- Computer skills (Microsoft & CLASS)
- Risk Management

Workplace Behaviors:

- Build productive and sustainable relationships
- Act with integrity
- Act as a team player
- Demonstrate creativity in all aspects of work
- Support, Demonstrate and adhere to DRA corporate culture and policies

The Acting Director of Programs should not only demonstrate the above behaviours but should foster and guide staff when developing these positive behaviours with all employees.

This position is maternity leave and offers a competitive annual salary package. 2009 Salary Range: \$54,500-\$60,00

Apply with Resume **by Friday, July 10th, 2009** to:

Andrew Strachan, Senior Director of Operations
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