



Glebe Neighbourhood Activities Group
at the Glebe Community Centre
175 Third Ave. Ottawa ON K1S2K2
GNAG.ca 613-233-8713

Youth Development and Adult Recreation Program Manager (Youth & Adult Manager)

**POSITION TYPE: Full-time salary position with benefits (upon successful completion of probation period)
\$46 000.00 - \$61 000.00 per annum**

**POSTING CLOSING DATE: July 13, 2018
START DATE (FLEXIBLE): August 27, 2018**

The Glebe Neighbourhood Activities Group (GNAG) is a community-driven, not-for-profit, recreation organization working in the heart of the Glebe to deliver social, cultural, recreational services and activities for all ages.

We believe in serving the community with compassion, caring and commitment and the inclusion of all by providing creative, collaborative and innovative programming that keeps up with trends and demographic changes and that is equitable and affordable to all. GNAG is the proud recipient of the Canada 150 Outstanding Youth Employer 2017 Award.

The Youth & Adult Manager develops and implements recreation program goals, objectives, and budgets and ensures proper management of all recreation operations pertaining to youth and adult programs for GNAG.

The Youth & Adult Manager works in partnership with the other program coordinators and management staff of GNAG to ensure that proper marketing, administrative and financial practices are followed, and that programs receive the necessary supervision and administrative support.

The Youth & Adult Manager reports to the Director of Recreation and, when necessary, the Executive Director. The Youth & Adult Manager is responsible for youth and adult program staff, part time and/or seasonal coordinators, instructors, and all recreational program staff and volunteers pertaining to said portfolio.

RESPONSIBILITIES:

1. Program development and supervision

- plans, implements, monitors, and evaluates all youth and adult programs, services and special events;
- direct coordination of Glebe Leadership, Community Action Team & the Kitchen Initiative Team
- overall coordination, development, supervision and implementation of GNAG's summer day camp program, in partnership with the Children and Family Manager and the Director of Recreation.
- develops programs, partnerships, services and events by identifying community needs, providing leadership and training sessions, and interpreting trends in the recreation field;
- participates in the development, implementation and evaluation of the marketing and promotion plan for all youth and adult programs and services including the preparation of advertisements, information flyers

- and brochures, promotions, and text for the seasonal guides, website and social media platforms;
- researches and recommends fees for recreation programs and services for youth and adult programs;
- responds to public enquiries, handles complaints and problems relating to program delivery;
- ability to work flexible work hours including evenings, weekends and possibly extended days.

2. Administration and Financial Management

- participates in the development and implementation of GNAG's operational, plan;
- within the parameters of GNAG's policy guidelines, establishes policies and procedures for youth and adult programs, clarifies GNAG policies, philosophies, procedures and programs;
- assists in the development of GNAG policies and procedures, and in monitoring adherence to those policies, as well as policies and regulations established by GNAG, the City of Ottawa, and other governing agencies;
- with respect to part-time seasonal staff and instructors, schedules staffing for all youth and adult programs and services and summer day camp programs
- compiles statistics on seasonal attendances, inventory, and prepares other statistical reports as required;
- coordinates the ordering of supplies and materials for youth and adult programs;
- develops and monitors a budget for youth and adult program operations, and maintains financial record-keeping procedures for all aspects of recreation program operations pertaining to the portfolio;
- ensures that recreation program information with the online registration system and GNAG website is current, makes use of the online registration system to develop class lists, attendance records, space availability, registration information and staff and client information.
- assists the Executive Director with seeking and writing grant applications as they apply to special projects and youth & adult development, securing staff subsidies, etc.

3. Personnel Management

- recruits, hires, trains and supervises all staff and volunteers required to operate GNAG's youth and adult programs; this includes seasonal staff and contract instructors;
- provides ongoing evaluation and direction to staff including the development of in-service training, performance plans and regular performance appraisals;
- develops and delivers ongoing in-service training for all staff and volunteers under his /her supervision (e.g. emergency procedures, reception and administration procedures, program and service information, and GNAG policies and procedures, leadership and recreation development training, etc.
- signs-off on all staff pay sheets under the youth and adult portfolio
- assists in the management of all part-time / seasonal personnel files

4. Other Duties:

- assists in the development of, and from time to time, delivery of administration services and the instruction of programs
- recruits youth volunteers for GNAG special community events and fundraisers (eg Halloween party, Snowflake, Taste in the Glebe)
- other duties as assigned by the Executive Director and the Director of Recreation

5. Key Contacts:

- deals with the centre clientele through management of the recreation programs
- reports to the Director of Recreation, and works closely with the other programmers of other Departments (Management, Childcare and Family, Preschool, Pottery, Theatre, Health and Fitness);
- liaises with other recreation professionals through networking;
- liaises with other recreation and community associations in building partnerships and co-operative programming.

6. Qualifications/ Skills / Knowledge

- University Degree in Recreation, Physical Education, Kinesiology, Social Sciences, Education, or a related field of study, or a related Community College Diploma combined with a minimum of 3 years full-time related experience;
- Current Standard First Aid and CPR
- Current police record check
- Demonstrated ability in:
 - staff management
 - recreation program planning
 - monitoring budgets
 - staff training
 - report writing
 - public relations
 - personal computer operation

- Have the use of an automobile and a valid license

HOW TO APPLY:

Interested applicants are invited to submit both their cover letter and resume (max 3 pages in total) in only PDF or Microsoft word format to Mary Tsai, at tsai@gnag.ca on or before July 13, 2018. Please refrain from pasting the cover letter to the body of the email.

Please quote: Youth & Adult Manager in the subject line.

GNAG is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

We ask applicants to make any accommodation requests for the interview or selection process known in advance by contacting the Executive Director. The Executive Director will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process, which will enable you to be assessed in a fair and equitable manner.