



go! East PEI (Eastern Region Sport and Recreation Council Inc.)

Job Description

Position: Executive Director

Full Time: 37.5 hours per Week

Reports to: Board of Directors of the Eastern Region Sport and Recreation Council Inc.

The Mission of go! East PEI is to promote, encourage and assist communities and citizens to participate in activities related to sport, recreation, physical activity and healthy living in a supportive and positive setting. The Board of Directors is looking for the ideal candidate to fill this position and to work with the board to achieve our mandate.

Position Summary: The Executive Director will be responsible for the successful leadership and management of the go! East PEI organization according to the strategic direction set by the Board of Directors. They will be responsible to coordinate and administer programs, services and resources for the residents in the Eastern region of Prince Edward Island (geographic area east of Charlottetown). Based on the needs of the community, these programs may be sporting opportunities, seniors programming, after school activities, go!PEI initiatives, Active Start programs, healthy eating seminars, and anything in between. They must be familiar with issues around sport, recreation, physical activity, physical literacy and healthy living and how programs, services and resources will help and assist in the lives of regional residents.

Qualifications:

- A post-secondary diploma or degree in kinesiology, physical education, sport and recreation, business, education or other recognized program (or equivalent experience)
- Must have strong interpersonal, communication and team-building skills.
- A self-starter with the ability to work independently and strong time management skills
- Experience in management and/or a supervisory role
- Willingness to work flexible hours, including evening and weekends
- Valid driver's license and working vehicle
- First Aid/CPR certification must be acquired within 60 days of employment
- FMS, NCCP, and High Five certifications considered an asset
- Knowledge and experience working with the LTAD considered an asset

Responsibilities:

- Work with existing structures such as recreation departments, sport councils, government officials, schools, sporting organizations etc. in the area to enhance programming in communities
- Review and analyze current trends, challenges, and opportunities in sport, recreation, physical activity, and healthy eating, and respond through appropriate programming and leadership
- Plan, coordinate, and report activities as outlined in the applications and plans submitted for the Sport Bilateral, Contribution Agreement, go!PEI MOU, go!Play MOU, Active Start MOU, and any other grants that are applicable
- Provide leadership, programming, and promotions for sport, recreation, physical activity, and healthy eating for all ages in Eastern PEI based on fun, safe, ethical, and appropriate practices
- Promotion of council through various means including but not limited to newspaper ads/sport notes, posters, emails, school notes, Facebook, Instagram, website, etc...
- Assist in hiring, supervising, and evaluating personnel and volunteers.
- Organize and participate in training sessions for Staff, Board and Volunteers.
- Provide regular reports to the Board of Directors and maintain meeting schedule as outlined by the Board.
- Attend meetings on behalf of go! East PEI
- Access other funding through the development of proposals.
- Work with Treasurer, Accounting group, and Sport PEI regarding payroll, receivable, payable, financial reports.
- Monitoring, purchasing, and maintaining resources within the go! East PEI office location(s).
- All other duties as required.