



POSITION DESCRIPTION

Title: Executive Director

Program: Roots for Youth

Status: Full-Time

Reports to: Board of Directors

Location: Pictou County Roots for Youth Society, 603 East River Road, New Glasgow, NS, B2H 3S4

Hours of Work: 9am-5pm, Mon-Fri

Job Summary:

Reporting to the Board of Directors, the Executive Director is ultimately responsible for the overall management and operation of Roots for Youth through comprehensive strategic direction. They are accountable for ensuring that all operating practices are being implemented in accordance to legal compliance and best practice mandates. They provide direct supervision to all employees of Roots for Youth.

With support from the youth workers and volunteers, the Executive Director's responsibilities include program offerings, delivery and assessment; oversight of youth activity and case management plans; financial reporting, fund development, operational requirements, organizational development and human resources policy and process.

DUTIES AND RESPONSIBILITIES

- Ensure strategic planning is congruent with Roots for Youth vision and values.
- Lead the development of Roots for Youth policies, procedures and framework of practice.
- Liaise and negotiate with government, business and community resources.
- Analyze and react to new opportunities.
- Management of direct reports.
- Building relationships and providing direction to NFP sector.

- Oversight and direction of residential and community programs, organizational development, operations, finance, fund development and human resources.
- Conduct public education presentations about Roots for Youth and the issues of vulnerable and priority youth.
- Prepare documentation, collect qualitative and quantitative information for reporting purposes while ensuring confidentiality is protected.
- Help with the development of a budget and manage expenditures as approved.
- Attend all Board of Directors meetings.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER REQUIREMENTS

- Thinks strategically, handles pressure, manages complexities and makes effective decisions regarding youth and house policy.
- Delegates effectively to others, provides opportunities for team and individual growth and acts with fairness.
- Uses effective listening skills and communication to involve others, collaborates and influences others in decision making.
- Balances work priorities with personal life so that neither is neglected.
- Has an accurate picture of own strengths and weaknesses and is willing to improve.
- Foster positive relationships within communities to gain involvement and investment in building bridges between priority youth and supportive services.
- Advocate with community agencies to ensure that the needs, barriers and strengths of youth who are at-risk are addressed.
- Can develop good working relationships with others.
- Able to select and build an effective team.
- Able to embrace change, learn from mistakes and develop.
- Meets commitments and follows through on word to execute as planned.
- Demonstrates a respect for varying backgrounds and perspectives and values social and cultural differences.
- Models practices and behaviours that others in the organization are expected to follow or are accountable for.
- Leads the organization with clear vision so that all employees understand how their position aligns with organizational goals
- Communicates information effectively throughout the organization, with stakeholders and the community at large

EDUCATION AND EXPERIENCE

- Minimum education of a Bachelor of Social work or related field, Master of Social Work preferred, or equivalent education and experience.
- Business degree an asset.

- Led an organization or multi-programs within an organization.
- Managed a multi-program budget with funding and donations from a variety of stakeholders with some funds designated to specific programs or activities.
- Has been the public face of an organization.
- Introduced innovative ideas to an organization.
- Led or supported organizational development and growth.
- Consistently met an organization's fundraising goal.
- Consistently produced a balanced budget.
- Built and nurtured successful relationships with all levels of government, the business community, organizations and individuals.
- Influenced policy change in the youth service arena.

Please email your resumé to Allan Davis: adavis@eastlink.ca . No phone calls please.