



## **PROGRAM DIRECTOR PERMANENT FULL TIME POSITION**

Gilda's Club Simcoe Muskoka (GCSM) is a welcoming, non-residential cancer support community that exists *so that no one faces cancer alone™*. Our mission is to ensure that all people impacted by cancer - men, women, teens and children – *are empowered by knowledge, strengthened by action and sustained by community*.

### **Position Summary:**

The Program Director is the key individual who ensures that Gilda's Club Simcoe Muskoka delivers a quality program consistent with and supportive of Gilda's Club strategic plan . Reporting to the Chief Executive Officer, this position is responsible for leading, managing and coordinating program operations. The Program Director is instrumental in participating in the ongoing efforts to increase awareness, understanding and execution of Gilda's Club mission and philosophy.

### **Duties and Responsibilities:**

- Establish, implement and evaluate program strategy and priorities.
- Continuously address the changing needs of the Gilda's Club membership and the larger landscape of living with cancer in conjunction with strategic planning and collaborative partnerships.
- Establish and maintain ongoing communication and support with program leaders on leadership values, program evaluation and operational matters.
- Develop and manage the program budget including forecasts, formulation of program and project priorities, and recommendations for expenditures in consultation with the CEO.
- Ensure accurate gathering and detailed analysis of statistical and database records.
- Oversee member focused communications including the development and production of the quarterly program calendar.
- Provide clinical supervision to the program staff complement and participate in the facilitation of support programming.
- Working alongside the Volunteer Coordinator, support the recruitment, training and management of volunteers.
- Represent the organization on multi-stakeholder committees and facilitate positive working relationships with other community partners.
- Actively participate in community development activities and events which fund the organization.

### Education/Experience:

- A minimum of 5 years of professional experience including clinical work plus program implementation and administration, ideally in a not-for-profit environment.
- A Masters Degree in Social Work along with current registration and good standing with your College, is required.

### Qualifications:

- Direct experience in program development and implementation in support of diverse populations.
- Experience in individual counselling and group facilitation.
- Computer literacy with competence in word processing, presentation and data management.
- Refined written and oral communication skills including a comfort with public presentation.
- Proficiency in language(s) other than English is an asset.
- Proven interpersonal skills and an ability to work in collaboration with and in support of others as a team leader.
- An ability to prioritize workload and to manage time effectively.
- Motivated and self-reflective in clinical practice with a high degree of integrity and commitment to empowering others.

### Requirements of the Position:

- An ability to work flexible hours including evenings and occasional weekends.
- In possession of a valid driver's license along with access to a reliable vehicle.
- A current criminal reference and Vulnerable Sector check.

If you are a visionary and empathic leader, energized and committed to ensuring *that no one faces cancer alone*, please share with us how you would deliver on this mission by forwarding in confidence a letter of introduction and a current resume to:

Suzanne Ure, Office Manager  
Gilda's Club Simcoe Muskoka  
[suzanne@gildasclubsimcoemuskoka.org](mailto:suzanne@gildasclubsimcoemuskoka.org)

Application deadline: **Friday, December 15<sup>th</sup>, 2017**

We thank all applicants, however, only those invited for an interview will be contacted.