GILDA'S CLUB SIMCOE MUSKOKA

An Affiliate of the
CANCER SUPPORT COMMUNITY

**Program Director**

**Status:** Fulltime – with evening support required
**Reports to:** Executive Director
**Supervises:** Program Manager(s), Clinical Facilitators, Adjunct Instructors, Professional Interns, and program-related staff and volunteers

**About Gilda's Club Simcoe Muskoka**

Gilda's Club Simcoe Muskoka is a non-profit cancer support community providing free social and emotional support to individuals and families impacted by cancer. Rooted in compassion and connection, we offer programs, resources, and events that help people build community, find strength, and share hope during one of life's most challenging experiences.

**Position Summary**

The Program Director provides leadership, development, and oversight for all participant-focused programs at Gilda's Club Simcoe Muskoka, ensuring alignment with the Cancer Support Community model while addressing the unique needs of our local community.

This role offers both clinical and operational leadership, supporting individuals and families impacted by cancer. The Program Director oversees program staff and facilitators, ensures high-quality program delivery, and provides direct support services as needed.

Working closely with the Executive Director, the Program Director contributes to strategic planning, program evaluation, community partnerships, and outreach initiatives. The role also supports grant applications, reporting, and select fundraising activities.

The Program Director fosters a warm, inclusive, and compassionate environment that reflects the mission and values of Gilda's Club while strengthening a sense of community among members, staff, and volunteers.

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**Key Responsibilities**

**1. Program Leadership & Administration**

- Ensure all programs align with Cancer Support Community standards and organizational policies
- Lead the planning, development, and evaluation of program offerings, including support groups, educational workshops, and social programs
- Develop and manage the program calendar, including recruiting and supervising facilitators and presenters
- Maintain systems to track participation, outcomes, and member feedback
- Collaborate with leadership on strategic priorities related to program growth and community reach
- Participate in Board and committee meetings as required

**2. Direct Support to Members**

- Facilitate and/or oversee support groups and program delivery
- Provide short-term emotional support and crisis intervention as needed
- Ensure effective intake and onboarding processes for new members
- Coordinate facilitator coverage to ensure continuity of care and programming

**3. Budgeting, Reporting & Evaluation**

- Develop and manage the annual program budget
- Monitor program participation and outcomes to inform decision-making
- Prepare reports for the ED, the Board, and funding partners
- Support grant writing and reporting in collaboration with other team members

**4. Team Leadership & Professional Development**

- Supervise and mentor clinical facilitators, instructors, and interns
- Provide ongoing supervision, coaching, and performance feedback
- Support orientation and training for staff, volunteers, and facilitators
- Foster a collaborative, supportive, and team-oriented work environment
- Stay current with best practices in psychosocial oncology and community-based care

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**5. Community Engagement & Outreach**

- Build and maintain relationships with healthcare providers and community organizations across Simcoe Muskoka
- Represent Gilda's Club at community events and professional engagements
- Collaborate with outreach and marketing efforts to enhance program visibility
- Develop partnerships that strengthen programming and expand community impact

**Qualifications**

- Registered Psychotherapist (Qualified RP) in good standing with the College of Registered Psychotherapists of Ontario (CRPO), Registered Marriage and Family Therapist (RMFT Qualified) in good standing with the appropriate regulatory body, or a Master of Social Work (MSW) with eligibility for registration in Ontario
- Minimum 3–5 years of clinical experience, ideally in oncology, mental health, or community-based care
- Demonstrated experience in program development, implementation, and evaluation
- Previous supervisory or leadership experience
- Strong interpersonal, communication, and facilitation skills
- Ability to engage compassionately with individuals and families impacted by cancer
- Experience with budgeting, reporting, and program evaluation is considered an asset
- Proficiency in Microsoft Office and data management system

**Compensation & Schedule**

Compensation is based on a full-time annual salary of $80,000 and is commensurate with experience.

- This is a full-time position with afternoon shifts required.
- Effective June 1, Gilda's Club will be expanding its hours to better meet community needs, with operating hours of 9:00 a.m. to 4:00 p.m. on Monday and Friday, and 9:00 a.m. to 7:00 p.m. Tuesday through Thursday.

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- Additional expansion to include Monday and Friday evenings, as well as Saturday programming, is currently under review for early September implementation.

**Core Competencies**

- Compassionate and empathetic leadership
- Maintains a high standard of professionalism in all interactions
- Strong organizational and strategic thinking skills
- Commitment to community-centered care
- Collaborative and team-oriented approach
- Passion for supporting individuals and families affected by cancer

**Additional Information**

This position description reflects the primary responsibilities of the role and may evolve to meet the changing needs of Gilda's Club Simcoe Muskoka and the community it serves.

**Application Process**

Interested candidates are invited to submit their resume and cover letter to **hr@gildasclubsimcoemuskoka.org.**

Applications will be reviewed on a rolling basis, and interviews will be conducted as qualified candidates are identified. We encourage early submission, as the posting may close once a suitable candidate has been selected. As a people-centered organization, every application is thoughtfully reviewed by our team, and we do not use artificial intelligence in the screening or selection process.

In accordance with *Ontario's Working for Workers* legislation, this posting reflects transparency in compensation and working conditions. Any use of technology in the hiring process will be communicated to candidates, where applicable.