

### POSTE À POURVOIR

TITLE	Community Initiatives Director
CENTRE	YMCA Pointe-Saint-Charles Centre
STATUS	Full-time, regular
SALARY SCALE	\$36 025 – \$40 150 – \$46 172
WORK SCHEDULE	Days, flexible and variable schedule
SUPERVISOR	Centre Director
FUNCTIONS	Reporting to the Centre Director, the successful candidate will be responsible for the supervision, the development, and the administration of all community initiatives programs of the YMCA Pointe-Saint-Charles centre. He/she will establish partnerships with community organizations and will represent the YMCA in any relevant community development events in Pointe-Saint-Charles, the Southwest borough, and neighbouring communities.
RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Revise and put into action the portion of the centre's strategic plan that touches on community initiatives and establish annual objectives oriented toward excellence in programming.</li> <li>• Supervise and orient the community program staff of the centre including youth and teen programs, community outreach and partnerships.</li> <li>• Ensure excellent communication and a sense of teamwork among all staff and volunteers within the community initiatives sector.</li> <li>• Evaluate each team member's individual contribution and see to their professional development.</li> <li>• Ensure the financial stability and viability of the community initiatives sector and manage the annual budget.</li> <li>• Ensure the completion of all appropriate annual/semestrial reports as requested by funders, including Centraide. Seek out new sources of financing for programs.</li> <li>• Work in concert with other community organizations to find innovative and efficient solutions to problems affecting the quality of life of the community members.</li> <li>• Annually evaluate the community programs of the centre and ensure the integration and respect of the YMCAs of Québec norms and standards of quality.</li> <li>• Grow the visibility of and knowledge about the community initiatives sector to the staff, volunteers and members of the YMCA Pointe-Saint-Charles.</li> <li>• Actively participate in the YMCA of Québec Community Initiatives committee and in the YMCA Pointe-Saint-Charles' management group meetings.</li> <li>• Actively contribute to the organization of the YMCA Pointe-Saint-Charles' annual support campaign.</li> <li>• Establish and maintain strategic alliances with the boroughs neighbouring the YMCA Pointe-Saint-Charles.</li> </ul>

REQUIREMENTS	<ul style="list-style-type: none"> <li>• Hold a university degree in applied social sciences, social work, or related.</li> <li>• 3 to 5 years leadership experience and in community initiative services/programs.</li> <li>• Possess skills in coaching and in team development.</li> <li>• Bilingual</li> <li>• Have experience in youth and family work – an asset.</li> <li>• Available to work a flexible schedule.</li> </ul>
COMPETENCIES	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Creativity and innovation</li> <li>• Planning and organizing</li> <li>• Initiative</li> <li>• Communication</li> <li>• Results oriented</li> <li>• Sense of community</li> <li>• Establishing partnerships</li> </ul>
START DATE	At the earliest possible date.

Please send your complete application (CV + cover letter)  
before : **September 3 2010**  
To: **Sharon Parry, Director, YMCA Pointe-Saint-Charles centre**  
e-mail : [sharon.parry@ymcaquebec.org](mailto:sharon.parry@ymcaquebec.org) Fax : (514) 935-1787