



Doon Pioneer Park  
Community Association

Volunteers helping to make our community a better place to live.

c/o Doon Pioneer Park Community Centre, 150 Pioneer Drive, Kitchener, Ontario N2P 2C2 (519) 741-2641

## BOARD OF DIRECTORS

(Elected)

### POSITION: ~~Preschool/Children's Recreation Programs Co-ordinator~~ <sup>DIRECTOR</sup>

#### GOAL OF THE POSITION:

To supervise the co-ordination of the Preschool and Children's recreation programs for the Doon Pioneer Park Community Association.

#### RESPONSIBILITIES:

1. Through good communication, provide leadership and assistance in the planning of DPPCA recreational and special interest programs in conjunction with the Preschool and Children's Activities Program Managers. Liaise with Special Events Co-ordinator.
2. Participate in formulation of program budgets and fee schedules that are compatible with the DPPCA financial objectives.
3. Evaluate the overall quality of the DPPCA Preschool and Children's programming as well as related Special Events and workshops.
4. Evaluate each program with the Managers using the participation surveys.
5. Temporarily fill in for a Manager in the event of illness.
6. Co-ordinate and chair program planning and review meetings.
7. Complete grant applications if necessary and keep appropriate records.
8. Write an Annual Report for the Annual General Meeting in April.
9. Support Managers in the recruiting and hiring of staff.
10. In the event that the Adult/Youth Recreation Program Co-ordinator position is vacant, the Preschool/Children's RPC will assume the responsibilities.
11. Ensure DPPCA Hotline message is updated.
12. ~~Required to assist on Registration night 3 times per year~~
13. May be required to contribute to the Executive Podium in the Newsletter.
14. Edit final draft of the DPPCA quarterly newsletter.

#### QUALIFICATIONS:

1. Experience in customer service an asset.
2. Experience in community rec. prgms an asset.
3. Good organizational and communication skills.
4. Experience in administration procedures an asset.

#### SCREENING REQUIREMENTS:

1. Completed Application form
2. Three (3) references checked and verified by the Volunteer Co-ordinator.
3. Police Record Check required.

#### ESTIMATED TIME REQUIRED:

1. Four hours/session for planning and review meetings.
2. Six hours/session for registration night and orientation of instructors.
3. Four hours per session for pre-registration.
4. Four hours/session to oversee needs of programs, instructors and special interest co-ordinators.
5. Two hours/session for follow-up evaluation of staff and programs.
6. Three hours/month to attend monthly board meetings.
7. Three hours/session to go over budgets.
8. Half hour/session for Hotline commitments.

#### TRAINING:

Training and orientation will be provided by the Volunteer Co-ordinator within 8 weeks of screening acceptance for the position.

#### BENEFITS:

1. Program coupons (\$110/session – max \$330/yr)
2. Baby-sitting reimbursement.
3. Excellent job training skills in organizing, supervising and teamwork.
4. An excellent way to meet the people in the community.
5. Opportunities to attend workshops, meetings and other relevant courses pertaining to the position.
6. Computer training if requested and approved by the Board of Directors.

#### SUPERVISOR:

DPPCA Executive

#### SUPERVISES:

1. Preschool Activities Program Manager
2. Children's Activities Program Manager

#### FOR FURTHER INFORMATION:

Contact the Doon Pioneer Park Community Centre @ 741-2641.