

Director of Programs and Partnerships

The Brock Youth Centre requires the services of a full-time Director of Programs and Partnerships to lead the implementation of the Youth Enterprise and Employment Program(YEP) currently funded until March 31, 2019. The Director is responsible for the implementation strategy, planning and delivery of the program in partnership with an active community-centred board of directors. The Director will provide operations leadership and supervised two part-time staff as well as providing overall guidance to the Director of Development - the senior fundraising staff member of the organization. The Director will also provide oversight to the Manager of the Cool Cow Ice Cream Shop. The initiatives offered by the BYC are made possible through the generous funding made possible through the generous funding support of the Government of Canada and the Province of Ontario in addition to community generated funds and local government support as well as funds raised through the BYC social enterprise the Cool Cow Ice Cream Shop.

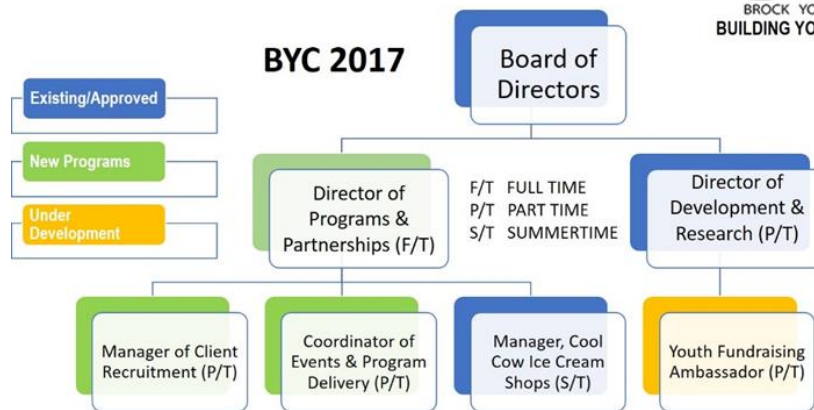
The Director of Programs and Partnerships will take the lead role in developing and directing the small business mentorship program to help new entrepreneurs to develop business plans, and build strong business practices through the training and mentorship components of successful BYC and Partner Entrepreneurship programs. Similarly, the Director will lead the establishment and understanding of business operations and services amongst youth and community business clients in the Employability stream of the Program.

The Director will ensure the development of a new business start-up competition which will offer program participants the opportunity to pitch for a community business assistance package to be fulfilled by local enterprises providing services needed to sustain a new business in the region including: legal, accounting, marketing, meeting space access and other services being solicited through the BYC (total value to exceed \$5000).

The Director will report to the Board and will take direction from the Chair of the Charity.

Responsibilities:

- Plans, co-ordinates, directs and monitors the effectiveness of all operational activities of the BYC
- Develops short and long term operational plans for the efficient and effective operation of the BYC



Director of Programs and Partnerships

- Provide leadership and supervise the daily activities of the staff and actively work to develop and maintain a focus on providing excellent customer service
- Lead, coach and support staff to meet and exceed BYC targets
- Represent the BYC through participation and leadership in relevant community partnerships and committees
- Monitor and review BYC statistics and performance, regularly report results to Chair
- Participate in and lead agency committees and task groups as required
- Lead the development of the annual operating plan to ensure alignment with the strategic direction of the charity.
- Liaise with senior team on the allocation of resources in response to priorities and needs
- Undertake other tasks and responsibilities as assigned
- Manage all employee performance issues in a timely manner
- Supervise, coach and mentor employees
- Establish clear goal setting with employees and outline expected outcomes and time frames against which they will be evaluated
- Act in a leadership capacity in the development of community partnerships with other service providers, government agencies and departments and other community agencies.
- Seek opportunities to ensure a participative working relationship with funders

Qualifications:

- A minimum of an undergraduate degree or college diploma in business, career counseling, human resources, or a related field with a customer service focus
- A minimum of 3 years management experience in employment services
- Experience writing grants and proposals
- Must demonstrate a strong working knowledge of the Internet and MS Office, specifically Excel and Word
- Must have initiative, good judgment and foster a positive work atmosphere
- Because this position would be required to travel to outreach to clients and supporters, a valid Province of Ontario driver's license with a reliable motor vehicle is necessary

Hours of Work: Approximately 35 hours per week (Includes weekdays and occasional evenings)