

**POSITION TITLE: Director - Routes Youth Centre**

Employment Type (FT,PT,Contract): FT

Rate of Pay: TBC

Job Location: Dundas, ON

Hours of Work: 40 hour work week

Start Date: When available

Application Deadline: September 27, 2019

**COMPANY NAME: Routes Youth Centre**

Street Address: 10 Market Street, Dundas, ON, L9H 5G4

Phone: 905-929-0572

Fax:

Email: [hr@routesyouthcentre.ca](mailto:hr@routesyouthcentre.ca)

Website: [www.routesyouthcentre.ca](http://www.routesyouthcentre.ca)

**General Description of Duties:**

Responsible for the planning, development and delivery of youth programs focusing on providing young people with a safe place to go and guidance as they seek more satisfying and productive 'routes' or ways for their lives and living. Reporting to the Board of Directors, you will be responsible for the management and development of programs and services for youth in accordance with the vision, mission and values of Routes. You will act as the "face of Routes" in the community, through networking, public relations and your presence at community events.

With your strong collaborative and team building skills, you will lead a team of staff and volunteers who provide the programs and services offered by Routes. You will be responsible for recruitment, motivation, direction, training, scheduling and oversight of the team, toward achieving the Centre's strategic goals. You will assess the effectiveness of youth programs and research the needs of youth in the community to ensure that Routes continually adapts to emerging needs.

Key responsibilities also include financial stewardship, procurement and maintenance of equipment and supplies, maintenance of records and coordinating special projects as assigned. You will play an integral role in the ongoing viability and accountability of the Centre, in supporting the board's fundraising activities, grant applications and reporting. As the senior staff member, you will manage the relationship between staff and board in support of the board's governance responsibilities.

**Skills and Experience Required:**

1. Appropriate college/university diploma or degree, or equivalent experience in a related field

- 2. Exceptional interpersonal skills with both adults and young people**
- 3. Ability to manage multiple tasks, requiring excellent organizational skills**
- 4. Some accounting skills for the maintenance of finances**
- 5. Literacy skills in order to plan, monitor, and develop programs pertaining to Routes**
- 6. Previous youth work experience is highly valued**
- 7. Experience in supervisory and leading roles is required**
- 8. Experience and familiarity with research methodologies**
- 9. Proficient in the use of variety of technology tools, including social media platforms**
- 10. Valid Ontario Driver's License, maintenance of a good driving record and appropriate insurance (currently, \$2 million for personal liability & property damage)**

**How to Apply:**

**Please send application, resume and salary expectations to [hr@routesyouthcentre.ca](mailto:hr@routesyouthcentre.ca)**

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