

Director, The MacKay Centre for Seniors, Goderich, Ontario

The MacKay Centre for Seniors is currently seeking a motivated, dynamic individual for the full time position of Director. Reporting to the Board of Management the Director will be responsible for the overall administration of the centre including the planning, promotion and management of programs, activities, services and financial affairs.

Organization Description

The centre has provided quality recreational, wellness and social programming for older adults for the last 37 years. We are a non-profit organization with over 200 members.

Qualifications/Skills Required:

- Post-Secondary Education in recreation or related experience.
- Experience working in the non-profit field and with older adults would be an asset.
- Experience in program planning, organizing special events, fund raising and volunteer management.
- Proficiency with computers and office technology including Microsoft Office and QuickBooks
- Excellent written and verbal communication skills complemented by strong interpersonal and time management skills.
- Experience in operations and financial management, grant and funding proposals.
- Valid G license in good standing with access to a reliable vehicle.
- Current First Aid and CPR.
- Current vulnerable person's police reference check will be required upon hire.

Please submit a cover letter and resume outlining your qualifications and experience by mail to The MacKay Centre for Seniors, 10 Nelson Street East, Goderich Ontario N7A 1R6 or by e-mail to mackaycentre@hurontel.on.ca no later than Tuesday, July 10th.

**The successful applicant should be available to start the new position August 20, 2018
MacKay Centre is an equal opportunity employer. We thank all applicants for their interest; all candidates will be contacted.**