

## **SASKATCHEWAN SAILING CLUBS ASSOCIATION**

**The Saskatchewan Sailing Clubs Association (SSCA) is seeking a professional administrator to join our team as Program Director to work with the Board of Directors, and in support of our membership.**

### **PROGRAM DIRECTOR**

The Program Director of Saskatchewan Sailing Clubs Association has leadership responsibility for the administration, financial management, communication, planning coordination for all administrative and technical components. The Program Director reports to the President of the Saskatchewan Sailing Clubs Association (SSCA). The Provincial Coach/Sailing School Director reports to Program Director.

### **Responsibilities**

The Program Director will be required to interact with SSCA Member Clubs, Sail Canada, the Board of Directors, Provincial Coach and other stakeholders to promote sailing and kite across Saskatchewan.

The Program Director will lead & support all staff and the Board of Directors to help achieve all operational objectives, vision, and support its core values.

### **Accountabilities**

The Program Director is responsible for achieving the following outcomes:

#### **Staff Leadership**

- Support and create a high-performance empowered team within Saskatchewan Sailing Clubs Association
- Outline annual development plans

#### **Financial Management**

- Review current procedures and maintain the preparation of annual budget.
- Administer procedures for accounting, monetary control, banking, payroll, source deductions and other financial services of SSCA right up to the final annual audit.
- Prepare, present, and distribute of SSCA financial statements as required.
- Ensure appropriate cash control procedures are used for all programs.
- Coordinate the preparation of the SSCA's annual grant request, and any special grants as applicable to Sask Sport and other funding agencies (funding application is typically due October 15 and follow up is typically due February 1).
- Work closely with the bookkeeper on the monthly financial statements and respecting generally accepted accounting principles.

#### **Program Delivery**

- Provide guidance and support to both volunteers and staff to develop programs for stakeholders of SSCA.

### **Administration**

- Develop, implement and maintain policies and procedures adopted by the SSCA Board of Directors.
- Liaise with external agencies and government on funded programs.
- Report, in writing and orally, to the SSCA Board of Directors as required.
- Act as Secretary at Board meetings including booking rooms, distribute minutes, agendas, financials and any other required material.
- Deal with correspondence and act as liaison between local organizations interested in sailing, other provincial sailing bodies, Sail Canada, and other national organizations.
- Oversee the proper maintenance and storage of all Board documents including Bylaws, minutes, annual reports and financial statements.
- Conduct a full review within 12 months and recommend changes to existing policies and/or assist in the formulation of policies proving for the effective operation and governance of SSCA Board of Directors.

### **Communication**

- Establish and maintain efficient communication within SSCA clubs and its Members.
- Represent and speak on behalf of SSCA in accordance with established policies.
- Ensure that all SSCA communication systems (including website and Checklick) are operating efficiently and providing information to the membership or related agencies.
- Liaise with Sail Canada, and Provincial Associations as required.

### **Planning**

- Design operational strategies and budgets to implement the Association's *Long Range Plan*, including under-represented groups, disabled sailors, elite athletes and Club sailors.
- Facilitate or coordinate annual planning review and consideration of new initiatives (Board priorities).
- In consultation with the President and Treasurer, develop and submit for approval an annual operational plan covering all SSCA programs, including all competitions, travel plans, team training periods and cycles, clinics and camps, coach and official's development, training for grassroots sailors, and appropriate national and international presenters.
- Support the Provincial Coach/Sailing Director with the coordination and scheduling of the mobile sailing school activities and of the provincial racing calendar.
- Arrange the purchase, maintenance, storage, and insurance of team and sailing school equipment, including the coach boats, team van, pick-up, trailers and storage containers.
- Support member clubs: support race circuit, schedule race circuit, schedule mobile sailing school while recognizing traditional dates and distribute MAP funds.
- Develop plans for increasing the presence of Learn to Sail programs in schools and public recreational areas.

- Develop plans and administer programs related to donations, sponsorships, the sale of items, advertising, other fund raising and marketing.
- Periodically assess and evaluate the budgets, plans and goals of the SSCA and the degree to which they are being attained, thereafter to suggest and implement means of enhancement and improvement.

### **Marketing and Promotion**

- Review current marketing and promotion program and suggest any potential changes within 12 months.
- Provide liaison when necessary with corporate sponsors or funding agencies.
- Assist with fund-raising operations and development of promotional materials.
- Maximize provincial and federal grants.

### **Required Skills, Attributes & Experience**

- Experience working with volunteers in a not-for-profit sporting organization
- Demonstrated Leadership ability
- Post-Secondary Education in Sport Delivery or Non-profit management.
- Excellent Communicator
- Successful applicant must be a self-starter who is able to work alone with minimal supervision and support
- Ability to perform a variety of tasks in a self-motivating environment.
- Excellent personal time management skills
- Familiarity with applying for and administering government grants.
- Computer skills including but not limited to Excel, email, social media and other sport specific platforms
- Perform all duties and responsibilities in a manner reflecting accountability to the SSCA Board of Directors and ensuring adherence to the Association's goals, policies and procedures relating to coaching, athlete training, financial operations, and personnel management.
- Plan and engage in appropriate professional development activities needed to maintain or extend qualifications in coaching, instructor evaluation and other areas applicable to this job description.

### **Compensation**

Salary \$30,000-\$45,000 + benefits depending on experience.

As this position will require work to be performed outside of regular working hours, (occasional weekends and evenings), all applicants must clearly indicate their ability to be available for performing work functions at a variety of times. The position is located in Saskatoon.

Please forward your resume to [marty.sasksailing@gmail.com](mailto:marty.sasksailing@gmail.com)

Attention: Marty Houle, President of SSCA

Please submit by December 1<sup>st</sup>, 2019

