



JOB DESCRIPTION

ELECTED POSITION: PROGRAM CHAIR

(REVISED NOVEMBER 2010)

GOAL OF POSITION:

To coordinate all Forest Heights Community Association preschool, children's, adult and youth programs as an executive member of the Forest Heights Community Association (FHCA).

RESPONSIBILITIES:

- Responsible for all facets of developing and delivering all FHCA programs.
- Work with program coordinators for all programs.
- To ensure safe, quality supervised programs.
- Be familiar with FHCA Policies & Procedures and Instructor Handbook.
- Organize, attend & run all program committee meetings (Sept, Jan, April & May).
- Abide by Forest Heights Community Association Constitution.
- Work closely with the Forest Heights Community Centre staff to make delivery of programs a success.
- Coordinate programs budget and fee schedules that are compatible with the FHCA financial objectives.
- Evaluate programs with program committee members through the participant evaluation survey.
- Ensure that all program information is submitted by a deadline to the Newsletter Editor and Sign Coordinator.
- Work closely with the Payroll, Treasurer and Registration coordinators.
- Ensure that all Program binders are available, organized and ready for the appropriate coordinators to give to the instructors.
- Attend monthly executive meetings (3rd Tuesday, except July & August) to report programming information & requests.

QUALIFICATIONS:

- Interest in recreational programming.
- Related experience planning programs.
- Must work well with others.
- Member of good standing of Forest Heights Community Association.
- Submit a Police Record Check and payment receipt. The processing fee will be reimbursed by the FHCA with receipt.

ESTIMATED TIME REQUIRED:

- Varying commitment between 10 – 25+ hours per month.

TRAINING REQUIRED:

- Training and orientation to be provided by the FHCA.
- Assistance from the District Facilitator upon request.

BENEFITS:

- Excellent job training skills in organizing, supervising and team work.
- Opportunities to attend workshops, meetings, courses, etc.
- An excellent way to meet people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.

REPORTS TO:

Forest Heights Community Association Executive

FOR FURTHER INFORMATION:

Contact the Forest Heights Community Association, 519-741-2621.