

## MANOR PARK COMMUNITY COUNCIL

### **JOB DESCRIPTION: Arts Supervisor**

**Reports to:** Executive Director

**Position designation:** Permanent, Managerial, Full-time.

**Salary Range:** \$20 - \$25 per hour

**Hours:** 37.5 hours per week

#### **Overview**

The Manor Park Community Council (MPCC) is a not-for-profit organization providing recreational programming and licensed child care, and operates the Manor Park Community Centre. The MPCC is comprised of a volunteer Board of Directors, paid employees, and volunteers. Key recreational programs include: Manor Park Playschool, Summer Day Camps, sports and arts programming. In addition, the MPCC organizes community special events for the community. These include: Skating Party and Rock the Block.

Arts is a vibrant and growing programming area, reaching participants ranging in age from children to adults. Programming takes advantage of space in the community centre and Manor Park Public School, providing full days of scheduling opportunities. Arts programming activities vary from revenue generating sessional programs to scheduled workshops to ad hoc activities. Offered in response to community needs, programming includes, but is not limited to, fine arts, crafts, music, coding/computer skills, gardening, and general interest.

The Supervisor has responsibility for all aspects of arts programming: identifying community needs; program planning and development; budgeting; staffing; curriculum; promotion, and program evaluation. Activities will vary from those which generate revenue to those which build community. In addition, the Arts Supervisor will assist with organizing special events. The Arts Supervisor will join a team of supervisory management which works together to support policies, equipment, staff, and communications.

Success will be realized through innovative programming which fills the community centre with participants in activities throughout each week.

#### **Essential Job Functions:**

The responsibilities of this position include, but are not limited to, the following:

##### Program Planning

- Identifying community needs;
- Environmental scans;
- Leveraging opportunities related to space, innovation, partnerships, and
- Maintaining lesson plans and records.

##### Staffing

- Recruiting and hiring staff;
- Training and orientation of staff;
- Conducting Performance Reviews of staff, both probationary and annual, and
- Supervising and mentoring.

##### Administrative Functions

- Annually, operational planning;
- Submission of the Operational Plan to Executive Director for approval;
- Annually, preparing a budget submission to Executive Director for approval;
- Annually, preparing a Promotional Plan submission to Executive Director for approval;

- Monthly, overseeing and approving expenditures;
- Monthly, monitoring year-to-date budget status and reporting on budget to Executive Director;
- Monthly, providing written program summary to Executive Director;
- Bi-monthly, preparing promotional materials;
- Bi-weekly, submitting employee payroll requirements;
- Updating job descriptions, duties or workload as required and submitting to Executive Director for approval;
- Annually, recommending employment agreement renewals;
- Periodically, reviewing policies and procedures;
- Regularly, monitoring and recording employee absences;
- Approving and submitting paperwork such as employee expense reports, timesheets and requests for Leaves or overtime, and
- Seeking and applying for grants.

#### Interaction with the Community

- Liaising with community participants and their families;
- Developing relationships with not-for-profit organizations and businesses, and
- Coordinating and encouraging volunteers, as applicable.

#### Other

- Monitoring and reporting to City of Ottawa deficiencies in community centre maintenance;
- Coordinating use of the community centre;
- Supporting MPCC supervisors, staff and Board, as required;
- Following MPCC Policies and Procedures, and
- Understanding manuals and documentation associated with employment.

#### **Requirements**

- Post-secondary education related to recreation, leisure, or arts
- Minimum two (2) years' experience
- Demonstrated experience supervising employees and volunteers
- Financial management skills
- Administrative skills
- Organizational skills
- Intermediate skills with word processing and spreadsheet software.
- Proficiency with email and social media.
- Ability to communicate and write effectively in English
- Ability to work collaboratively
- Ability to handle high priority issues directly
- Strong leadership skills
- Valid 'Police Check'
- Standard First Aid and CPR Level C

**Adopted:** May 14, 2018