



## EXECUTIVE DIRECTOR

**Position Overview:** Turning Point Youth Centre is seeking a passionate, faith-driven Executive Director (ED) to lead the organization into its next chapter. The ED is the primary decision maker and leader at TPYC; implementing a strategy to deliver on the vision central to TPYC's existence is the key responsibility of the role and will require interacting with youth, staff, volunteers, community stakeholders, donors, the executive committee, and church council.

**Position Type:** Full-time, 40 hours/week; *Evenings expected during drop in hours. (Drop in hours subject to volunteer/staff resources and Executive Director's discretion)*

**Location:** Meadow Lake, Saskatchewan, Canada

**Start-date:** Start date negotiable

**Supervision & Accountability:** The ED reports to the TPYC Executive Committee for guidance and performance evaluation. ED is expected to give frequent reports regarding the organization's financial health as well as how the organization vision and mission is being carried out in a strategic and timely manner.

**Compensation:** \$48,000 to \$60,000, negotiated based on previous experience and education

**Benefits:** RRSP Match, Health Benefits, Paid time off, Paid Sick leave

**To Apply:** Please email [executivecommittee.tpyc@gmail.com](mailto:executivecommittee.tpyc@gmail.com) with your resume and cover letter. Only candidates who are selected for interviewing will be contacted.

### Responsibilities & Roles

#### **Youth Engagement:**

- Interact with, support, and connect youth to local resources pertinent to their unique situations and circumstances
- Final decision maker for youth adherence to centre policies and expectations
- Provide guidance, mentorship, and teaching in structured and casual environments

#### **Public Relations/Networking:**

- Speak at and give updates to various churches, or delegate to a capable staff
- Attend the Meadow Lake inter-agency meeting (monthly)
- Prepare thank you cards for various donors / supporters / contributors.
- Build partnerships with local organizations
- Attend relevant missions conferences, youth worker events, etc.
- Manage social media, email inbox, and TPYC website upkeep
- Attend youth events (sports, concerts, plays, etc.)
- Attend church council meetings
- Supporter outreach efforts (newsletter, prayer letter, email updates, etc.)
- Prepare update for Evangelical Free Church annual general meeting

#### **Finance / Bookkeeping:**

- Manage and allocate financial resources of TPYC to best achieve organizational vision
- Write cheques and handle all bill / expense payments
- Work with Quickbooks and donation software

- Prepare payroll with support from an experienced committee member as needed
- Prepare the annual budget and present financial reports to the executive committee quarterly

### ***Fundraising***

- Primary role in fundraising efforts of TPYC
- Plan and/or delegate fundraisers (Concert, Banquet, etc)
- Grant writing (finding, applying for, and reporting)
- Applying for municipal land tax exemption
- Apply for Knights of Columbus Grant
- Promote and attract monthly donors

### ***Human Resources and Facility Management***

- Hire and maintain adequate staffing
- Conduct employee reviews, exit interviews, and new staff interviews
- Final responsibility for appropriate volunteer qualifications (adherence to requirements like criminal record check, statement of faith, etc)
- Lead weekly staff meetings and daily staff devotionals
- Lead, coach, and develop staff
- Responsible for facility upkeep (safety, appearance, cleanliness, attractiveness to youth) and security (manage who has access, security system codes, keys)
- Ensure adequate insurance coverage relevant to facility use cases and key risks

There are a broad range of tasks required to keep the centre operating optimally beyond what is listed above. Remaining tasks are to be delegated, outsourced, or assumed by the ED as needed.

### **Qualifications**

#### ***Requirements***

- Commitment to Christian discipline and ability to sign agreement to the EFree Church Statement of Faith
- Passion for working with youth and vulnerable peoples
- Ability to work with a diverse group of stakeholders including youth, volunteers, donors, community members, church leadership, staff, other community support organizations, and supporting churches
- Excellent time management and ability to direct effort to most impactful items for achieving organizational vision
- First Aid and CPR certification or the ability to obtain these certifications
- Valid driver's license and telephone
- Must pass Criminal Record Check and Vulnerable Child Sector Check

#### ***Skills / Competencies***

- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Passion, integrity, positive attitude, mission driven, self-directed
- Ability to advocate on behalf of youth, to ensure they are all receiving the necessary services

- Ability to maintain strict confidentiality of all personnel and client identities, records and information
- Ability to maintain a professional appearance and demeanor
- Have the ability to recognize the need to delegate responsibilities as required

### ***Education & Experience Considerations***

- 2-4 years experience in a relevant field preferred
- 1-2 years managing people/teams/volunteers/staff preferred
- Prior work with youth and/or vulnerable peoples preferred
- Proven ability to work under the supervision of a board of directors / leadership committee
- Education in social work, counseling, youth ministry, or mental health is an asset
- Training in mental health crisis management and Violent Treat Risk Assessment (VTRA) is an asset
- Food Safety training is an asset

### **About TPLYC:**

- **Structure:** TPLYC operates under the non-profit umbrella of the Evangelical Free Church (EFree) in Meadow Lake. The church owns the TPLYC building and provides strategic direction, oversight, and support through the Executive Committee. Staff and volunteers are welcome from all backgrounds so long as they agree to abide by the EFree Statement of Faith while serving/working at the centre.
- **Vision:** TPLYC is committed to promoting and providing a safe place for our community's youth to go—a place where they will have the opportunity to develop life skills, foster healthy connections with peers, have access to helpful resources, and be encouraged to grow into the person God intends them to and where they will be shown the love of Christ.

To check out more, visit our website at <https://www.turningpointyouthcentre.com/> or check out our socials. ([Facebook](#)/Instagram): [@TurningPointYouthCentre](#))

**Promo Video:** <https://www.youtube.com/watch?v=fmCSnfBcrEU>