

Sea Kayak Guides Alliance of British Columbia
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Title: Executive Director

Reports To: The Executive Director reports to and follows direction of the SKGABC Board of Directors.

Reported To: The Membership Coordinator (MC) reports to the Executive Director.

Summary of Position

The SKGABC seeks a motivated member to help lead the organization as the Executive Director. As a self-motivated, personable individual, the Executive Director (ED) will have the ability to coordinate complex sets of tasks while communicating with a broad swath of the membership. The Executive Director will adapt to changing needs and events in order to further the organizational goals, policy, and mandate of the Sea Kayak Guides Alliance of BC (“SKGABC” or “Alliance”). The ED acts as the Chief Steward of the organization.

RESPONSIBILITIES

General: The Executive Director, under direction from the Board of Directors, acts as a hub, facilitating communication and action between the Board of Directors, committees, membership, Examiners, staff, volunteers, and outside agencies. The ED will, along with the Board and committee members, represent Alliance interests to government, business, and other organizations.

Administration:

The Executive Director will know how to, and occasionally will fill in for the MC, in maintaining the administrative files of the SKGABC.

- Maintain database on current and former members.
- Send bulk email newsletters to all members as required. This includes notice of Exchanges, AGMs, exam dates, community items, membership and certification expiry notices, and any issues that the Executive of the SKGABC wished to convey to the membership.
- Pick up and process the SKGABC postal mail, scan documents, send out certification packages to members, order and send out SKGABC stickers and manuals.

Organization:

- Solicit Level One and Assistant Overnight Guide course dates from course providers. Coordinate the examination schedule for Level Two and Level Three exams, including scheduling Examiners, advertising, registering guides, and paying Examiners.
- Help plan and facilitate biannual Guides Exchanges, with participation of the Board of Directors.
- Help the Board plan and facilitate the Annual General Meeting (first Sunday in November).
- Attend and set agenda for Board of Directors teleconferences (monthly from September-May).

Social Media / Website:

- Maintain the SKGABC website (basic HTML knowledge or willingness to learn required).
- Maintain and post content to the Alliance Facebook accounts.
- Working knowledge of graphic design is an asset.

Finances

- Maintain SKGABC financial records, as well as Paypal and BMO accounts.

- Collect payments and issue invoices and receipts (exams / exchanges / manuals / etc).
- Support the Treasurer in monitoring the finances of the Alliance and producing financial reports.

REQUIREMENTS

The Executive Director shall:

- Be a member of the SKGABC, with a good understanding of policy and cert requirements.
- Not be a member of the SKGABC Board of Directors during their time in the ED role.
- Have minimum two years' experience working with non-profits as a volunteer or employee.
- Have the ability to work from home, with computer, internet, printer, and Office software.
- Be proficient in working with basic financial statements and a range of basic software (e.g. Excel, online databases, basic HTML), or willingness and ability to self-educate in these areas.
- Possess excellent oral and written communications skills: interpersonal skills including customer service and diplomacy skills, analytical thinking skills, and organizational skills.
- An ideal candidate will plan to be in the ED role for five or more years.

Workload

- Position hours vary between approximately 15 and 50 hours per month (but may be greater or fewer), with the fewest hours generally worked in December, July, and August; and the greatest number generally worked early in the year, and in October. **2017-2018 hours, for example:**

General Update	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
ED hours 2018	43	48	38	49	17	18	7	9	25	46	26	12
ED hours 2017	22	24	24	26	33	10	15	31	26	59	45	11

- The Board of Directors maintains the right to place limits on staff hours.

Compensation:

- The Executive Director will be compensated at a starting rate of \$25/hour.
- Standard BC payroll deductions will apply.
- A probationary period of 3 months will apply.
- Review of performance and duties as Executive Director will occur on a yearly basis, in order to enhance, clarify, or adjust roles. This review will take place at the end of each season, around November. This review will be conducted by a member of the Board of Directors.
- A \$0.50/h raise shall be offered annually dependent on a positive performance review. Additional raises outside this schedule may be considered by the Board of Directors with justification.
- Billed and paid out monthly. The ED will submit an invoice of a daily listing of duties on days they have done work for the SKGABC.

Applications

Please submit a cover letter and resume outlining your interest in the position, your relationship with the SKGABC and/or other nonprofits, and how you fit with the above criteria, by June 30, 2019.

Submit applications to info@skgabc.com c/o "SKGABC Hiring Committee". All applicants will be acknowledged and thanked for their submissions. Those chosen for an interview will be contacted further.