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please email
tuxedoprogramming@gmail.com

Tuxedo Community Centre

Director of Programming & Fundraising

Summary: Under direction of the Tuxedo Community Centre ("TCC") Board of Directors, the Director of Programming & Fundraising ("DPF") plans, coordinates & directs approved recreation programming from City of Winnipeg, which include minor sports activities (hockey, soccer, basketball, baseball). Areas of responsibility include, but are not limited to: sports, fitness, fundraising, concession operations, community centre activities, programs, classes, custodial support and maintenance, facility logistics and operations, and special events. Oversees the development, promotion, and implementation of programs which meet the needs of a diverse community; ensures program facilities are properly maintained; oversees a wide variety of duties for events, classes, and programs; and performs related work as required.

Reports To: The President of the TCC

Ideal Qualities: The DPF is responsible for planning, overseeing, and directing the operations, services, staff, and activities of an assigned recreation program area. Performance requires ability to work independently with initiative and discretion within established guidelines.

Essential Duties & Responsibilities: The Board of the TCC reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- ✓ Oversees the development, promotion, and implementation of a diversified recreation programs and services for all ages in accordance with community needs; evaluates program effectiveness; recommends changes and implements management decisions.

- ✓ Oversees the activities of staff and volunteers; plans, assigns, trains, directs, and monitors volunteer staff duties; provides input to supervisor for employee performance evaluations.



- ✓ Serves as a liaison and resource for community agencies and other organizations; performs community outreach to promote recreation programs and stimulate interest in TCC activity offerings.
- ✓ Serves as Tuxedo representative with external organizations; attends and/or speaks at meetings, community and professional functions, and conferences as assigned.
- ✓ Assists Treasurer with budget development and management.
- ✓ Managed the plan for running the canteen in the hockey season (creates staff schedule, monitors supplies, sets hours)
- ✓ Performs administrative tasks, such as attending and scheduling meetings, preparing reports, monitoring expenditures, and maintaining records.
- ✓ Assists in developing and implementing policies, procedures, and staff training for program areas.
- ✓ Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to the TCC Board as appropriate.
- ✓ Performs routine facility maintenance and logistics, including but not limited to, the setup and tear down of tables, chairs, equipment, and supplies.
- ✓ Responsible for custodial, event, class, program field, and facility logistics.



- ✓ Coordinates logistics for field and facility rentals, including but not limited to, providing tours and information to prospective renters and, and implementing details outlined in rental agreements. Acts as TCC representative to patrons, vendors, and participants to ensure events are properly executed with optimal satisfaction.

- ✓ Provides communication and written documentation regarding all recreation program areas and facility activities, including, but not limited to, damages, problems, needs, issues, and compliance with rental agreements, policies, and procedures.

- ✓ Responsible for monitoring and inspecting fields and facilities, supplies, and equipment for safety and security; performs routine field and facility maintenance and ensures repairs are completed as needed.

- ✓ Monitors inventory, orders supplies, and maintains purchase records within authorized budget.

- ✓ May oversee fee collection and accounting activities; reviews records and files to ensure proper accounting and documentation consistent with District policies and procedures.

- ✓ May lead fundraising campaigns for TCC specific initiatives.

- ✓ Maintains records and completes required reports.

- ✓ Works collaboratively with internal and external customers.

- ✓ Assists with community special events as needed.



- ✓ Performs other duties as assigned.