



THE FRIENDS OF PINERY PARK

PO Box 40 Grand Bend, Ontario N0M 1T0

Phone: 519-243-1521

Submit resumes to pineryed@gmail.com

JOB DESCRIPTION

Company: The Friends of Pinery Park
Position Title: Executive Director
Duration: Permanent part time
Hours: Average of 15 hours per week
Location: Pinery Visitor Centre
PO Box 40
9526 Lakeshore Rd
Grand Bend, ON N0M 1T0

If you have an interest in parks, natural environments, nature and supporting a worthy cause, then the Executive Director's position with The Friends of Pinery Park is a position you should consider applying for.

The Executive Director reports directly to the Friends of Pinery Park Board of Directors and is responsible for the administration and management of the Friends of Pinery Park. The Executive Director also works closely with Pinery's Natural Heritage Education staff in the Visitor Centre.

Administrative Responsibilities:

- Report directly to the Friends of Pinery Park Board of Directors
- Work with Ontario Parks – Ministry of Natural Resources and Forestry and affiliated partners
- Arrange, attend, participate and promote events and fundraisers
- Arrange, attend and participate in Board and committee meetings

- Prepare grant applications
- Maintain databases; membership, inventory, charitable receipts
- Maintain communication with the membership
- Email annual member renewal notices and reminders
- Provide assistance with newsletter preparation
- Maintain email lists in accordance with CASL legislation
- Prepare charitable tax receipts
- Responsible for correspondence and banking
- Maintain books and liaise with the accountant re year end
- Prepare reports as required by CRA, Ontario Parks etc.

Qualifications and Skills:

- Ability to work without supervision and make responsible decisions on behalf of the organization and with direction from the Board of Directors
- Ability to organize workload, set priorities, and complete tasks in a timely and efficient manner
- Knowledge of charitable organizations and requirements
- Strong communication skills (both written and oral)
- Proficient in the use of office equipment and computers
- Proficiency in software applications, Microsoft Office required and willingness to learn Filemaker and Adobe products
- Knowledge of bookkeeping and accounting and use of Sage accounting or Quick books
- Leadership skills
- Strong interpersonal skills
- Mathematical and cash handling skills
- Knowledge and ability to fill in for store manager
- Knowledge of health and safety practices and workplace hazards

- Knowledge of Pinery Provincial Park and experience working in parks is an asset
- Experience working with volunteers is an asset