



You can make a difference in local kids lives!  
Join our team today and lets get kids in gear!

Comrie's Sports Equipment Bank is hiring an Executive Director!

We are looking for a very organized, passionate and strong leader who is interested in taking Comrie's Sports Equipment Bank to new levels as we work to support Southern Alberta kids in need with no cost equipment.

Cost of equipment is the 2<sup>nd</sup> leading barrier facing families when it comes to accessing sport. Comrie's Sports Equipment Bank is working hard to change this reality. Our new Executive Director will play a critical role in the growth, future direction and impact Comrie's Sports Equipment Bank will have on our community and the kids who need our help.

Come to work each day knowing you are making a difference in the lives of local kids. Build upon existing relationships with sport partners, community service agencies and donors as Comrie's celebrates our first four (4) years of servicing our community and looks to build on this for many year's to come.

If this posting is of interest to you, please review this job description (link will be included) for more details on this part-time Executive Director position. Interested parties should submit their resume and cover letter to the Comrie's Sports Equipment Bank search committee at [info@sportcalgary.ca](mailto:info@sportcalgary.ca) by July 13 at 4pm Mountain time.

Only those contacted for an interview will be followed up with. No Phone calls please.

Sincerely,

Comrie's Sports Equipment Bank Board of Directors



<b>Organization: Comrie's Sports Equipment Bank</b>		
<b>Location:</b> Calgary, Alberta		
<b>Job Title:</b> Executive Director		
<b>Posted - June 2018</b>		
<b>Hours:</b> 24-32 hours per week **	<b>Type of Position:</b> Part-time/Flexible ** Hours and schedule are open to discussion	
<p><b>About Comrie's Sports Equipment Bank:</b> Comrie's Sports Equipment Bank is a volunteer based charity founded in August 2014 to provide no cost, gently used equipment to qualified children (18 and under) from low income families. We accept donated, gently used equipment from the community, it is then cleaned, inventoried and readied for provision to qualified children. Our service area includes all of Southern Alberta, with our office and distribution centre being located in Calgary.</p>		
<p><b>Overview of the Position:</b> This position implements the policies of the Board of Directors in fulfilling the organization's mandate. The Executive Director will work directly with children, their families, social agencies, volunteers, sport partners, donors, sponsors and staff to ensure children of qualified families can access the equipment they need to participate in organized sport. This position will gain a wide range of experience in all facets of our business as the lead resource supporting staff and volunteers.</p>		
<p><b>Job Description/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Administration</b> <ul style="list-style-type: none"> <li>• Ensure processes are efficient for qualified families and reviewed on a regular basis; resulting in key performance indicators to track alignment with board goals</li> <li>• Ensure staff and volunteers are following operational procedures that reflect the policies of the Board</li> <li>• Lead the development and implementation of a satellite community servicing plan</li> <li>• Support the Board of Directors and committees</li> <li>• Maintain a current and accurate website, providing all the necessary info and resources to the general public</li> <li>• Build and maintain a priority based communication strategy to be shared with the board, staff, volunteers, sport partners and agencies</li> <li>• Manage relationships with suppliers, contractors and other third party service groups</li> <li>• Develop transportation and servicing plan with satellite communities</li> <li>• Supporting Requirements: Communication Strategy, Satellite Community Plan, Operational Procedures</li> </ul> </li> <li>• <b>Inventory Management</b> <ul style="list-style-type: none"> <li>• Review processes and flow within the distribution centre and other storage locations and mitigate any safety concerns that arise</li> <li>• Oversee outside venue donation pickups through utilization of volunteer program</li> <li>• Work closely with sport partners on education and research with respect to demand and need in certain sports</li> </ul> </li> </ul>		



- Lead and supervise inventory tracking process to be sure it is efficient and being implemented by staff and volunteers
- Ensure an accurate inventory is available of what is kept in storage so informed decisions can be recommended to the Board when it comes to space requirements
- Supporting Requirements: Inventory Tracking Process and spreadsheet
- **Community Outreach**
  - Construct a sport partnership/community advocate process to help guide partners on the role they play with Comrie's Sports Equipment Bank, recommending best practices into how equipment donations work best and defining priority equipment
  - Develop a communication plan to:
    - i. Implement /share the partnership – community advocate recruitment process
    - ii. Educate partners and their participants on CSEB
  - Educate partners and public on what specific equipment is needed in managing current inventory
  - Supporting Requirements: Communication Plan, Partnership education document/process
- **Volunteers**
  - Enact Board Policies (are these specific or more broad in scope?) and lead the production of operations and volunteer policies including; interviewing, onboarding, training, scheduling, recognition
  - Develop and implement a volunteer strategy for both in the shop and in satellite communities
  - Supporting Requirements; Volunteer Strategy
- **Financial and Asset Management**
  - Prepare the annual budget for board review and approval
  - Manage the budget and prioritize areas of influence within approved budget
  - Exercise sound accounting practises with accurate tracking and timely financial reporting to the board
  - Monthly submission of van mileage/incident reports, ensuring all staff and volunteers are following procedures with usage and reporting for the Comrie's Sports Equipment Bank Van and Trailer
  - Ensure the accounts payable and receivable processes are documented and timely
  - Support the payroll function with the online payroll provider
  - Provide regular reporting and back up to the contracted bookkeeper and treasurer
  - Ensure all equipment is maintained properly and fit for use of staff and volunteers
  - Ongoing tracking and authorizing of staff and volunteer expense reports
  - Monthly submission and accurate tracking of personal expenses and organization credit card utilization within appropriate timelines
  - Ensure the security and privacy of all personal information and all staff and volunteers adhere to the safety and security of this information
  - Supporting Requirements; Financial reports, Incident reports
- **Donor Communication**
  - Develop and deliver annual report in line with the Annual General Meeting each year
  - Supporting Requirements: Annual Report
- Fund Development



- Work directly with the External Committee on fund development strategy and plan
- Actively seek out and apply for grants and funding partnerships to support core business

**Supervision/Reporting**

This position will report to the Board of Directors through the President. A monthly report is required to provide an update on monthly tasks, statistics and go forward priorities/actions/recommendations. The Executive Director will also be accountable for the timely submission of all staff and volunteer reports as well as pertinent information as requested by the Board.

**Scheduling and Scope:**

This position will require a flexible schedule. The Executive Director will be responsible for building their own schedule based around organizational priorities and positional responsibilities. The Executive Director will oversee the scheduling for volunteers and other staff as required.

Annual organizational priorities will be set by the board for the organization. The Executive Director will be responsible to communicate these to staff and volunteers and assist in developing their respective priorities in line with those set out by the board. The Executive Director will be responsible to deliver on the organizational priorities, setting their own monthly priorities while assisting with staff and directing volunteers with their monthly priorities as well.

**Interested Applicants please submit a resume, cover letter, and inquiries to:**

**Comrie's Sports Equipment Bank**

**Executive Director Search Committee**

**Info@sportcalgary.ca**

**Closing Date for all applications is July 13, 2018 at 4pm Mountain Time.**

**No phone calls please.**

**Only individuals shortlisted for interviews will be contacted by the search committee.**