



Executive Director Part-Time

Campbell River Region
Campbell River

Tuesday October 13, 2026

\$31 - \$40/ hour (\$40.76/hour)

Company: Campbell River Beacon Club

Website: <https://beaconclub.ca>

Industry: Social Services

Remote/Camp Based Job: No

How to apply:

Send resume and Cover letter to Barb Hedges at executivedirector@beaconclub.ca

Attachment: [ED Job Description Variable.pdf](#)

Expiry Date:

Tuesday, October 27, 2026

Details:

Regular hours of work are up to 30 hours per week, made up of: •18 hours/week of direct client service during Club Hours (Tuesday, Wednesday, Thursday - 9am-3pm) •6 hours/week of administrative duties (Flexible hours, must be approved by the board) •up to 6 further “Variable Hours”/week, available depending on the Club's grant funding and other revenue, as confirmed by the Board at least annually. (Flexible hours, must be approved by the board) First year of employment: the ED is scheduled for the full 30 hours/week (including the full 6 Variable Hours), regardless of grant/revenue funding. From the second year onward, the Board confirms the number of Variable Hours (0-6/week) annually based on available funding and needs of the program; the 18 direct-service + 6 administrative hours (24/week) continue regardless. •Wage: \$40.76 per hour for all hours worked (the rate currently funded under the Island Health agreement), reviewed by the Board at least annually. •Vacation pay and statutory holiday pay in accordance with the BC Employment Standards Act. •Annual professional development allowance, consistent with the Club's approved operating budget. •Health & Wellness Spending Account

Qualifications & Experience:

•Post-secondary education in social services, non-profit management, health/human services, business administration, or a related field, or an equivalent combination of education and experience. •Progressively responsible experience in non-profit leadership, mental health or social services, or program management,

including staff supervision and budget management. •Knowledge of, and belief in, the recovery process for people with serious mental illness and/or co-occurring substance use disorder, and the ability to implement psychosocial rehabilitation principles. •Demonstrated leadership skills that create a positive environment for staff, Members, volunteers, and the Board. •Ability to represent the organization professionally as part of a comprehensive community mental-health team. •Experience with fund development, grant writing, and funder/government reporting. •Satisfactory Criminal Record Check under the BC Criminal Records Review Act. •Valid BC driver's license considered an asset.
