

Job Description: Executive Director

Reports to:	Board of Directors
Supervises:	Coordinator, Activity Workers, other Club staff and volunteers
Status:	Permanent Part-Time (non-union)
Hours:	Up to 30 hrs/week (18 direct service + 6 admin + up to 6 variable). Full 30 in Year 1 - see "Hours, Compensation & Benefits"
Wage:	\$40.76/hour
Location:	684A Island Highway, Campbell River, BC V9W 2C3

Position Summary

The Executive Director ("ED") provides overall leadership, management, and administration of the Campbell River Beacon Club (the "Club"), a registered charity that has supported adults in Campbell River living with serious and persistent mental illness and/or substance use challenges since 1993. Working in partnership with the Board of Directors, the ED advances the Club's mission of psychosocial rehabilitation, peer support, and community connection; ensures compliance with the Club's funding and service agreements, including its agreement with Island Health (Vancouver Island Health Authority); oversees staff and programs; manages finances and fund development; and represents the Club in the community.

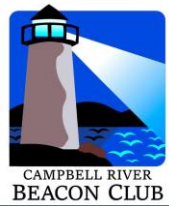
Key Responsibilities

Leadership & Governance

- Work with, and report regularly to, the Board of Directors; support Board and committee meetings, including the HR Committee.
- Implement Board policy and decisions; recommend policy, strategic direction, and annual planning priorities.
- Ensure the Club operates in accordance with its constitution, bylaws, and all applicable legislation.

Program & Service Delivery

- Ensure the Club is open to Members a minimum of 30 hours per week ("Club Hours"), with a minimum of two employees on-site at all times, as required under the Club's service agreement with Island Health.



- Oversee psychosocial rehabilitation, peer support, relapse prevention, vocational training and life-skills, nutrition, recreational, and resource-support programming, ensuring services remain Member-informed, trauma-informed, and recovery-oriented.
- Oversee Therapeutic Volunteer Placements in partnership with Island Health's Rehabilitation Program.

Staff & Volunteer Supervision

- Recruit, hire, supervise, schedule, and evaluate Club staff and volunteers.
- Foster a positive, safe, and respectful work environment for staff, Members, volunteers, and the Board.
- Ensure staff and volunteers hold required qualifications and complete criminal record checks under the BC Criminal Records Review Act.

Funder & Stakeholder Relations

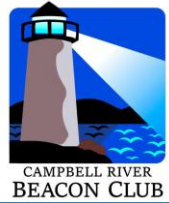
- Serve as the Club's primary liaison to Island Health and other funders; attend monthly status meetings.
- Prepare and submit required funder reporting: monthly program reports, quarterly wage/benefit statements, semi-annual Board and Member-survey reports, and annual financial and program reports.
- Notify Island Health immediately of any incident involving Clients/Members or staff.
- Represent the Club with partner agencies, government, and the wider community.

Financial Management & Fund Development

- Develop and manage the Club's annual operating budget with the Board/Treasurer, tracking Island Health-funded and other-source expenditures separately as required by the funding agreement.
- Work alongside the Fundraising Committee on fund development - grant writing, donor relations, and fundraising events - to diversify and grow revenue beyond core government funding.
- Monitor and report on any operating surplus in accordance with funder requirements.

Risk, Compliance & Member Feedback

- Maintain an effective, safe, and confidential Member feedback and complaint process in partnership with the HR Committee; distribute semi-annual Member satisfaction surveys.
- Ensure compliance with WorkSafeBC, the Canada Health Act, the Human Rights Act, the Multiculturalism Act, and all other applicable laws and funder policies.



Qualifications

- 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 licence considered an asset.

Hours, Compensation & Benefits

Regular hours of work are up to 30 hours per week, made up of:

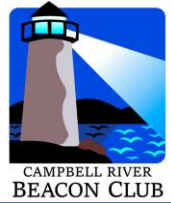
- 18 hours/week of direct client service during Club Hours (Tuesday, Wednesday, Thursday - 9am-3pm)
- 6 hours/week of administrative duties (Flexible hours, must be approved by the board)
- up to 6 further "Variable Hours"/week, available depending on the Club's grant funding and other revenue, as confirmed 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.

Campbell River Beacon Club

Lighting the Way to Mental Wellness



- Annual professional development allowance, consistent with the Club's approved operating budget.
- Health & Wellness Spending Account

Campbell River Beacon Club is an equal-opportunity employer and encourages applications from people with lived or living experience of mental illness and/or substance use.