

BOURKEVALE COMMUNITY CENTRE



Board of Directors

Programs Coordinator

ABOUT US

Bourkevale Community Centre (BCC) is a not-for-profit organization operated by a volunteer Board of Directors. The Centre provides a wide range of programs and services to the community and organizes special events throughout the year.

ROLE OVERVIEW

Board members provide leadership, governance, and oversight, working collaboratively to uphold the mission and values of the Community Centre.

The **Programs Coordinator** is a volunteer position with a varying time commitment depending on the number of programs being held at the Centre but can range from 2-4 hours a week. The Programs Coordinator is also required to attend monthly Board meetings.

As a member of the Board, you will have an opportunity to make an impact in your community, develop leadership and governance skills, and meet like-minded community members. All Board members must be a minimum of 18 years of age.

KEY RESPONSIBILITIES

- Attends and contributes to monthly Board meetings, supporting the Centre's growth and sustainability. Provides reports on Programs regularly, including a yearly report at the Annual General Meeting.
- Ensures financial accountability and sound management of Programs resources and budgets, including any program fees.
- Coordinates program schedules and bookings, communicating with facilitators via email and other methods. Serves as the main point of contact for all Programs inquiries and bookings.
- Liaises with the Hall Rentals Coordinator to ensure no overlap of programs and events.

KEY RESPONSIBILITIES continued



- Coordinates with the Social Media Coordinator to promote programs effectively when requested, and with the Website & Administration Coordinator for advertisement on the Centre's website.
- Along with the Board, upholds the Centre's policies, by-laws, and ethical standards.
- Works with fellow Board members and community to ensure needs and expectations are met.
- Supports special events, where available.