



## PROGRAM DIRECTOR JOB DESCRIPTION

- Be familiar with the Society's by-laws.
- Attend all executive and general meetings of the Society.
- Prepare a yearly plan of activities and present it to the executive for approval, including budgets if applicable.
- Adhere to and implement any directives issued by the executive.
- Assess community need and set in place programs based on that need.
- Hire instructors, negotiate wages, book facilities and equipment and arrange registrations.
- Evaluate the success of each program and evaluate individual instructors.
- Attend program coordinators' meetings with Community Services.
- Be knowledgeable about all league activities and events.
- Be willing to assist whenever needed.