

## **Director of Programming Job Description**

**Board Term of Office:** The Director of Programming may serve up to 2 years.

**Responsibilities:** In addition to the job description for a board member of the GBPC, the Director of Facilities is also expected to:

- Develop a ‘terms of reference’ identifying the duties for the **Outdoor and Indoor Programming Committee**. Identify potential member names for the composition of the Committee (maximum 6 including director of programming). Recommend the ‘terms of reference’ and member names for the committee composition to the GBPC Board for approval.
  - Oversee and provide support to the committee to achieving the following:
  - Identify programs to be included in a monthly calendar that will provide desirable formats to members and perspective members at all skill levels and to fulfil the programming mandate of the GBPC.
  - Develop a monthly calendar for court usage to maximize the utilization of the court times and provide the programs identified above. Revise the programming calendar from month to month based on ‘lessons learned’ from previous months.
- Provide the upcoming monthly calendar to the GBPC Board within 2 weeks prior to start of a month such that any minor adjustments can be accommodated and the calendar can be posted on the GBPC website accordingly.
- Record and Document all programming policies, procedures and ‘lessons learned’ and provide to the GBPC Board for record keeping and continuity.
- Ensure policies and procedures are put in place to maintain GBPC compliance with PCO insurance requirements
- Orient the new Director of Programming.

**Time requirements:**

- The board meets monthly
- Work involves approximately 3-4 hours per week

**Skills required:**

- Leadership Skills
- Organizational skills
- Computer skills
- Communication and collegial skills

**Date of Original Approval:** December 12, 2023

**Updated:** January 2, 2026