



PTP Job Description

Job Title: *Manager*
Reports to: *Executive Director or Senior Manager*

Job Description:

The Manager holds responsibility for the day-to day running of her/his respective program. This includes managing personnel matters, managing participant enrollment and participation, and managing program resources. It is the Manager's responsibility to ensure the highest standards in programming are maintained. The Manager plays an important role in strategic planning, program developing and policy development. It is the Manager's responsibility to ensure practices and procedures reflect PTP's mandate and goals.

Duties and Responsibilities of this position include:

Personnel Management

- 1. Maintaining a full compliment of staff and supply instructors/facilitators*
- 2. Carrying out annual employee performance evaluations: addressing performance concerns in a timely manner*
- 3. Preparing payroll and maintaining attendance records*
- 4. Ensuring employees are apprised of program plans and changes in a timely manner through staff meeting and notices, memos, etc.*

Program Planning and Management:

- 1. Coordinating and conducting outreach activities*
- 2. Participating in strategic planning and program development*
- 3. Managing change and the implementation of new programs*
- 4. Ensuring best practices are in place – with effective participant assessment, relevant classroom delivery and focused employment counselling – so that participant goals are met*
- 5. Preparing for and participating in meetings with the Board of Directors*
- 6. Developing proposals and initiatives to enhance PTP's programming*

Centre Operations and Management

- 1. Coordinating and overseeing all centre activities and functions to ensure smooth operation of the centre*
- 2. Ensuring adequate resources are in place to deliver PTP's programs*
- 3. Ensuring service is available to students Monday through Friday from 8:30 a.m. to 4:30 p.m.*

4. *Ensuring reporting is completed as required*
5. *Coordinating and conducting centre meetings as required*
(Duties and responsibilities continued...)
6. *Attending meetings as required*
7. *Adhering to PTP policies*
8. *Undertaking other tasks as assigned*

This position supervises:

- *Instructors*
- *Assistant manager*
- *Counsellors*
- *Administrative assistant*
- *Certain contract staff*
- *Volunteers on occasion*