



Community Recreational Initiatives Society

(250) 979-3941 | admin@adaptiveadventures.ca | crisadaptive.ca

835 Bay Avenue, Kelowna, BC, V1Y 7K2

BREAKING DOWN BARRIERS TO OUTDOOR RECREATION & SPORT FOR PEOPLE LIVING WITH DISABILITIES

Community Recreational Initiatives Society (CRIS) is a Kelowna-based non-profit organization. We provide inclusive, accessible, and adaptive outdoor recreation programs for people of all ages living with disabilities in the Okanagan. Our programs include Adaptive Adventures, Accessible Wilderness Expeditions, Adaptive Rentals, and Kelowna Bike Rentals (a social enterprise in partnership with Elevation Outdoors).

Position Title:	Executive Director
Location:	Kelowna (some remote work and travel will be required/permitted)
Position Held By:	Danielle Stalenhoef - vacating March 2023
Reports To:	Board of Directors
Effective Date:	January 23, 2023

Key Objectives of the position

The CRIS Executive Director is responsible for the successful leadership and management of the Community Recreational Initiatives Society overseeing the day to day operations while maintaining a lens of long term sustainability and success of the organization. They operate in accordance with the strategic direction outlined by the CRIS Board of Directors.

Key Accountabilities

LEADERSHIP & PLANNING

- Oversee the efficient and effective management of the CRIS organization
- Participate with the board of directors in annually reviewing the organization's mission, vision, and strategic plan
- Act as a professional advisor to the board of directors of internal and external issues that affect the organization
- Identify, assess, & resolve internal and external issues that affect the organizations deliverables
- Attend CRIS board meetings and the Annual General Meeting
- Ensure that the programs and services offered by CRIS are consistent with the organization's overall mission and reflect the priorities of the Board and strategic plan



- Act as a spokesperson for the organization and foster the growth of the organization through community partners and media outlets in collaboration with Adaptive Adventures (AA) Manager, Accessible Wilderness Expeditions Manager (AWE), and Kelowna Bike Rentals (KBR) or in their absence.

OPERATIONAL MANAGEMENT

- Oversee the ongoing development, implementation, and review of AA and AWE and other CRIS programs and events by respective program managers
- Collaboratively work with Elevation Outdoors in the development, growth, and management of KBR and other further partnership opportunities
- Ensure security and compliance of privacy/confidential information
- Ensure adequate security and protection of CRIS equipment, facilities, property that is universal to all facets of the organization
- Oversee the planning, implementation, execution, and evaluation of CRIS special projects
- Oversee the development and implementation of CRIS and program specific marketing plans in collaboration with program managers
- Ensure all organizational communications are compliant with marketing plan and publication and privacy laws
- In collaboration with managers, analyze IT needs within CRIS to best serve its mission, strategic plan, and operations
- Institute communications, tracking systems, databases, storage systems universal to all CRIS programs and users and enforce compliance with all employees and volunteers who utilize CRIS softwares

HUMAN RESOURCES MANAGEMENT

- Enforce, refine, and review CRIS policies, procedures and guidelines governing all aspects of the organization and ensure unilateral consistency with all organization programs
- Determine ongoing staffing requirements for CRIS and its program delivery in collaboration with AA, AWE, and KBR manager
- Recruit, interview and hire necessary skill sets to fulfill applicable CRIS level positions
- Development and approval of employment contracts
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations
- Adhere to and enforce safe work standards as outlined by WorkSafeBC and WCB or any other relevant provincial and federal standards. In addition, ensure that all internal training and health and safety regulations are followed as outlined in CRIS policies and procedures.
- Review incident reports including, but not limited to, CRIS incident reports, WCB, insurance providers, determine and implement operational changes or training of volunteers or staff if deficiencies are identified
- Alongside program managers, oversee the development of comprehensive orientation and training programs for CRIS personnel



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- Ensure that all CRIS personnel receive an orientation to the CRIS organization and that appropriate training is provided for applicable positions
- Conduct semi-annual performance reviews with all permanent employees and further develop performance review process and bonus structures in coordination with the board of directors
- Coach and mentor staff as appropriate to improve performance
- Develop a Staff and Volunteer recognition program
- Process bi-weekly payroll and reimbursements for all employees
- Deal with staff issues including a progressive disciplinary process or termination, when necessary

FINANCIAL MANAGEMENT

- Develop and manage an annual comprehensive CRIS budget in collaboration with program managers and present this annually to the Board of directors in Nov/Dec for approval
- Develop and implement CRIS Fund Development plan that identifies funding streams, is based on the expense budget, and has growth and development projections in mind.
- Source funding partners, grant opportunities, and develop other revenue streams in collaboration with the Fundraising and event coordinator, Growth and Development Manager, and CRIS Board of directors
- Support the bookkeeper with expense tracking and coding
- Produce and track invoices for clients and sponsors through quickbooks
- Approve expenditures within the authority delegated by the Board

GENERAL

- Foster and maintain good working relationships and collaborative partnership with community groups, various levels of government and other organizations serving the disability and volunteer community
- All CRIS employees are expected to raise any concerns they have that may affect, but not limited to: employees, participants, volunteers, security of property/information, confidentiality, the image/reputation of the organization or the finances of the organization to their manager in a timely manner.
- Implement measures to control identified risks
- All CRIS employees are expected to adhere to all organizational policies and procedures as well as the Confidentiality Agreement.
- Identify trends in non profit, charitable societies, enterprising for non profits, various levels of government relevant to the organization, its services and people it serves
- Ensure the Board of Directors and the CRIS organization carries appropriate and adequate insurances to cover all interests
- Ensure adequate policies, procedures and guidelines are in place and being complied with
- Ensure compliance of the organizations to all applicable laws and regulations relevant to its operation
- Support program and event operations, as needed
- Any other duties as required



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Breakdown of accountabilities

This section outlines an estimate of percent of time spent on each area of accountability

LEADERSHIP & PLANNING	15%
OPERATIONAL MANAGEMENT	25%
HUMAN RESOURCES MANAGEMENT	20%
FINANCIAL MANAGEMENT	30%
GENERAL	10%

Qualifications

MINIMUM REQUIREMENTS

- A Post Secondary degree or diploma in a related field (Business Management, Marketing, Finance)
- At minimum, 3-5 years in a similar role
- Experience In managing and supervising a team of staff and/or volunteers
- Experience in achieving and managing a fiscally responsible organization (Budgets)
- Knowledge and proficiency in use of Google Suite, Asana, Canva, and WordPress is an asset
- Experience in developing and implementing successful marketing strategies
- Management experience developing and implementing 2-10 year organization plan, establishing management strategies and benchmarks for on going evaluation towards objectives
- Engaging community stakeholders and building collaborative community partnerships
- Knowledge of leadership and management principles as they relate to business/non-profit/voluntary organizations
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety,
- Knowledge and experience with Computers and software management and training an asset
- Knowledge in
 - Human resources management
 - Financial management and fund development
 - Strategic/Business planning
 - Project management
- Flexibility in scheduling to allow for evening, weekend, and holiday work as well as the ability to meet outside normal business hours based on organizational needs
- Class 5 drivers license
- Clean criminal record check
- A passion for helping people with disabilities, promoting inclusion, and outdoor recreation



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COMPETENCIES FOR SUCCESS

- Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Client Focus: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance Adaptive Adventures and organizational effectiveness.
- Lead: Positively influence others to achieve personal and organizational goals and objectives
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization and Adaptive Adventures
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, track details, data, information and activities
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate solutions to resolve conflict.
- Think Strategically: Assesses options and actions based on trends and conditions in the community and set actions accordingly

Position Details

WORKING CONDITIONS

- The CRIS Executive Director typically works in an office environment, but the mission of the organization and requirements of the job may take them to non standard workplaces.
- This position is for 40 hours per week, and requires flexibility to work evenings and weekends based on organizational need
- Due to the nature of work with CRIS - hours worked will be averaged over a two week period. This agreement applies over the duration of your employment with CRIS and will be repeated for each pay period. Overtime will not be paid unless the two week average is above your contracted hours and in all cases must be pre-approved by your supervisor.
- CRIS is an equal opportunity employer - Senior management has the ability to alter components of the role to accommodate the successful candidate insofar as accessibility and/or inclusion and equity

COMPENSATION

- Salary range \$60,000-\$75,000 annually, plus a substantial performance incentive package developed



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annually by the board of directors. Compensation will be commensurate with experience.

- 4% vacation pay, as outlined by Employment Standards Act, is payable on all paycheques. If time off is required, a formal request must be submitted at minimum two weeks in advance and be approved by your manager.
- After 90 days of employment you are eligible for 5 paid sick days if you are sick or injured, as outlined by the Employment Standards Act. These days do not have to be taken consecutively. As your employer we may request reasonably sufficient proof of illness.
- Performance reviews will be held every 6 months, with the opportunity to review wage annually based on meeting and exceeding performance objectives and organizational capacity.

BENEFITS

- Employees are required to enroll in CRIS' employee benefits program with Manulife. This plan offers extended health, dental, and vision with 50% contribution from the organization. Eligibility begins after 3 months of employment. Manulife brochure will be provided for full details of the benefits package.

Application Deadline

Closing date for applications is 12:00pm on December 14, 2022

To apply, please submit cover letter and resume to danih@adaptiveadventures

Thank you for your interest. Responses to applications will be provided by December 19, 2022.



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