

ST. JOHN COUNCIL FOR ONTARIO POSITION DESCRIPTION

Position:	Provincial Commissioner, Vice-President, St. John Council for Ontario (volunteer)
Responsible to:	Board of Directors of the St. John Council for Ontario
Responsive to:	National Commissioner, St. John Ambulance NHQ
Position Requirements:	Preparation and experience in volunteer sector management and support. Progressive, related management experience, including Brigade leadership experience. Brigade operational experience a definite asset. Current information management experience e.g. computer skills Excellent communication and interpersonal skills. Solid organizational and problem-solving capabilities. Able to meet deadlines and demonstrate adaptability. Perform in team situations and demonstrate a dynamic and energetic leadership style. Able to adapt to a flexible volunteer schedule that includes daytime, evening and weekend commitments. Willingness, and ability to travel province-wide (especially to Toronto).

Position Function:

The Provincial Commissioner is accountable to the Board of Directors of the St. John Council for Ontario for the effective direction and coordination of Community Services in Ontario including:

- the development and delivery of such services,
- the development, tracking and recognition of Brigade members, and
- the administration, and performance management of the Brigade.

Position Description:

The Provincial Commissioner is responsible for:

- providing direction and support on Community Service matters to Branches and Brigade Units within Ontario related to, policies and procedures, financial and personnel management, public service initiatives, training and service delivery standards, membership development, and membership recognition systems.

- the implementation of support programs for Brigade volunteers, including programs targeted at Brigade volunteer recruitment, screening, and retention.
- the coordination, development and implementation of programs and initiatives to support Brigade training and operations.
- actively participating as:
 - a member of the National Brigade Committee;
 - a Vice President of the Ontario Board of Directors;
 - Chair of the Provincial Brigade Committee;
 - a member of other Council committees as designated; and
 - a contributing member of ad hoc committees and working groups, as required.
- the effective coordination of Brigade operations at major public events, emergency situations, including the maintenance of a Brigade emergency call-out plan, and the maintenance of partnerships with other emergency and/or community service organizations.
- publicly representing the St. John Council for Ontario, and the Brigade at special events e.g. public gatherings, honours and awards functions, etc.
- the direction and development of Provincial Brigade volunteer staff, including performance management.
- participating in the recruitment, selection and review of Brigade community services support (paid) staff.
- delegating support activities to the Provincial Brigade staff and Brigade leadership network.
- supporting and coordinating Brigade information management initiatives.
- coordinating the development, and administration of the Provincial Brigade budget.
- fostering improved Branch/Brigade relations.
- the resolution of local issues and concerns that have been directed to the Provincial Management Team and/or the Ontario Board of Directors.
- maintaining a liaison with support staff at Provincial Headquarters.