



**THERAPEUTIC
RECREATION
ONTARIO**

Executive Director Position Description

HOURS:	35 hours per week; independently determined and managed schedule based on need of organization
LOCATION:	Virtual Office (flexible location, must be based in Ontario)
REPORTS TO:	President, Board of Directors
REPORTS:	1 full-time (Digital Communications & Events Lead) 1 part-time contractor (R/TRO Administrative Support)

Reporting to the Board of Directors, the Executive Director (ED) will play a central role in the successful leadership and management of Therapeutic Recreation Ontario (TRO) according to the strategic direction set by the Board of Directors. The Executive Director's primary mandate is to ensure that the organization's long-range strategy achieves its mission and makes consistent and timely progress on its goals. Responsible for establishing and executing major goals and objectives for TRO, the ED will implement policies established by the Board, providing leadership, direction and guidance of TRO's activities. Analyzing and evaluating the effectiveness of operations, the incumbent will be the ambassador of TRO, representing the organization to association members, regulatory bodies, government, other agencies, community and civic organizations, funders and supporters, and the general public. Other key responsibilities include program development and administration, allowing for the optimal use of organizational finances, staff, and resources as well as financial leadership by managing budgets and monitoring long-term strategic fiscal plans.

BENEFITS: Group benefits and vacation included (details to be discussed)

Specific Responsibilities

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide TRO, while measuring its outcomes and progress.
- Provide active support to the Board on TRO's strategic, tactical and business plans, and other initiatives to achieve its mission and objectives, especially increasing brand awareness and membership.
- Provide leadership in developing programs, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization: act as a professional advisor to the Board on all aspects of TRO's activities.
- Provide leadership in developing program, organizational and financial plans, in collaboration with the Board, committees, staff, volunteers, stakeholders and others.



- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff.

Operational planning, HR Administration and Management

- Develop a comprehensive operational plan for TRO, including specific objectives and activities, based upon TRO's strategic, tactical and business plans, and budget.
- Implement all requirements of the bylaws, plans, policies, educational programs, Board committee terms of reference and work plan as necessary to ensure Board members are oriented and effective in their overall responsibilities as TRO's trustees and governors.
- Oversee the efficient and effective day-to-day operation of the organization. Monitor the overall activities of TRO to ensure assignments and tasks are carried out effectively and efficiently, with a minimum of inappropriate duplication and overlap.
- Identify management and administrative systems, structures, policies and practices which may be adopted by TRO, and ensure their effective and efficient implementation; review existing policies on an annual basis and recommend changes to the Board as appropriate, ensuring compliance with Provincial regulations.
- Review current and future staffing needs, ensuring relevance to organization needs, meeting Board directives that affect their functions and areas of responsibility.
- Determine staffing requirements for organizational management, recommending change to staff structure if required, ensuring a positive, collaborative work environment. Monitor staff performance and mentor them, as appropriate, to improve their performance towards furthering TRO's mission.

Program Planning and Implementation

- Oversee the planning, implementation and evaluation of the organization's programs and services especially the supervision of key events such as the TRO Annual Conference, providing fiscal oversight and coordination of the event.
- Ensure that the programs and services offered by the organization contribute to the TRO mission and reflect the priorities of the Board.
- Increase membership through effective communication strategy and development of membership benefits.

Marketing, PR & Communications, Advocacy

- Strengthen the TRO brand to emphasize the value of TR as a profession and its key positioning in the healthcare sector.
- In addition to the President, act as a spokesperson for the organization; represent the programs and perspective of TRO to agencies, organizations, members and the general public.
- Promote and increase membership through speaking events, public appearances, liaising with educational bodies and other organizations.
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Establish solid collaborative relationships with appropriate Ministries, educational institutions, and community groups to help achieve TRO goals.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, educational institutions and other organizations to help educate, advocate, and advance TR as a profession across Ontario.



Financial planning and management

- Prepare a comprehensive annual budget for board approval, secure adequate funding for the operation of the organization, and ensure TRO operates within budget guidelines.
- Develop non-dues revenue sources to increase the funds of the organization.
- Administer the funds of the organization according to the approved budget, monitor the monthly cash flow of TRO and approve expenditures within authority.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.

Risk management

- Identify and evaluate the risks to the organization's people (members and staff), property, finances, goodwill, and image and implement measures to control risks.

Requirements

- A degree in Therapeutic Recreation or an undergraduate degree from a related field in addition to a Therapeutic Recreation diploma/Post-Graduate certificate from an accredited educational institution.
- Graduate Studies (Masters and/or PhD) with a focus in a healthcare related field preferred.
- A minimum of 6-8 years of therapeutic recreation experience, with an additional 5 years minimum in a senior management/leadership role.
- Designations in R/TRO and/or CTRS preferred.
- Quality Improvement/Project Management preferred (e.g. Toyota, Six Stages Sigma, LEAN, etc.)
- Understanding of the Canada Not-for-Profit Corporations Act as an asset.
- TRO committee experience as an asset.
- Knowledge and a solid understanding of the healthcare system including issues and trends in the province.
- Effective leadership and communication skills. Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Comprehensive understanding of financial management.
- Adaptable: Comfort level in working autonomously and creating structure where necessary. Willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Strategic and creative thinker and do-er. An ability to develop and implement new and unique ways to improve operations of the organization and to create new opportunities.
- Solid operational leader, possessing an entrepreneurial flair, knowledge of fiscal management and responsibility, business finance, contracts, and partnerships. Should have experience creating and managing budgets.
- Customer-centric attitude: Ability to anticipate, understand, and respond to the needs of internal and external stakeholders, members and “clients” to meet or exceed their expectations within the organizational parameters.
- Sound understanding of risk management.
- Technologically savvy with a strong knowledge of Google Workspace, association management systems, etc.
- Knowledge of personnel policies, practices, and procedures.



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- Strong understanding of digital and social marketing.
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Excellent verbal and written communication and research skills.

If you are interested in this position, please submit your resume and cover letter to: president@trontario.org by **November 17, 2025**.