

Safety Council Manager

The Greater Hamilton Safety Council Seeks a community-minded leader with strong organizational and communication skills to manage a largely volunteer driven council. Supervises office staff and coordinates and participates in organizational programs, division meetings and board meetings, and must be a licensed Remedial Defensive Driving Course Instructor or willing to train to become an instructor. Manager will be required to work with professional safety personnel. A flexible schedule within a 31 hour work week is necessary. Salary range is \$30,000 to \$35,000 per year (without health care benefits) based on qualifications and experience. Send resume to Jane Ragazino %Greater Hamilton Safety Council, 400 N. Erie Blvd., Hamilton, OH 45011, or by email to gtrhamsc@hamiltonsafety.com.

GREATER HAMILTON SAFETY COUNCIL

Safety Council Manager

Position Description 2019 Manager Search

General:

1. Works closely with local businesses and members of the community.
2. Is responsible for recruiting new business members to the Council.
3. Promotes safety in the community.
4. Maintains overall responsibility for programming, action and image of the Safety Council and maintenance of the facility.
5. Manager is accountable to the Executive Committee and to the Board of Directors.
6. Works closely with the Executive Committee to update a current and future vision for the council. This includes ideas for new programs, seminars, community safety programs that will fulfill the mission of the Council and new concepts for engaging a greater portion of the area population for the cause of safety.

Supervision:

1. Oversees any additional staff, including full time, part time, and volunteers and is responsible for periodic evaluations.
2. Works with the BCESC concerning use of property, technology and equipment and reports needs and changes to the Executive Committee.

Programming:

1. Oversees, facilitates, develops and evaluates all programs of the Council. May hire support personnel as appropriate or enlist the services of volunteers to fulfill the staffing needs. Is responsible for maintaining a budget on each program, to include revenues generated by the event (sponsors, fees from participants, grants, etc.), and costs incurred by the event.
2. Works closely with the Ohio Division of Safety & Hygiene (BWC) by coordinating and accurately tracking division meeting attendance to determine eligibility of members for BWC discounts, scheduling annual BWC required programs and tracking the occurrences of member workplace accidents for BWC annual awards.
3. Works closely with all standing committees of the Council to develop and schedule annual programming and other events, and follow up with committee members to assure action items are

completed and evaluated on a timely basis. Such events include Safety Town, Mock Crash, and Safety Expo's.

4. Must agree to be a licensed Remedial Defensive Driving Course Instructor and oversees monthly scheduled classes and occasionally leads Adult and Juvenile Drivers Improvement Classes which are scheduled outside the regular office hours.

Communication:

1. Establishes and maintains positive working relationships with public officials, business leaders and other service organizations through participation in community meetings, activities and events which may be outside regularly scheduled office hours.

2. Promotes Safety Council activities through the local multi-media outlets.

Finances:

1. Oversees the annual budgeting process, working closely with treasurer and the Budget Committee to assure adequate planning for anticipated activities. Seeks new sources of funding such as public grants, pursues annual funding from "regular" sources, recommends periodic increases in membership dues, advises the Executive Committee as to staffing and significant equipment needs and manages the day-to-day financial affairs of the Council. Works carefully to achieve an annual "break even" or better financial result.

2. Develops budget projections for long-range planning.

Education and Work Requirement:

1. High School Diploma or equivalent.

2. Strong verbal and written communication skills. Excellent command of English, including grammar, spelling and punctuation.

3. Must have computer skills for day to day tasks and must be able to adapt to new technologies that provide opportunities for promoting the Council.