

ПЛАСТ

Організація Української Молоді
Станиця Торонто



PLAST

Ukrainian Youth Association of Ontario
Toronto Branch

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JOB POSTING: Executive Director

Reports To: President, Board of Directors

Location: Toronto (Etobicoke) with occasional travel to Grafton, ON

Team: 3 full-time staff, 2 part-time staff, 7-12 seasonal staff, 100+ volunteers

Compensation: Plast Toronto offers a fair and competitive salary, depending on experience and the scope of leadership the successful candidate brings. This role includes benefits, paid vacation, the flexibility to support the rhythms of community life, and opportunities for learning and professional growth. Range: **\$90,000 – \$125,000**

Is This You?

Do you believe that youth development, community, and Ukrainian cultural identity can shape confident, engaged future leaders?

Are you a hands-on, community-minded leader who can move seamlessly between strategy and execution – equally comfortable thinking long-term about growth and sustainability, while also managing day-to-day operations, facilities, and programming?

Do you enjoy working with volunteers, boards, families, and partners, while also ensuring an organization runs efficiently behind the scenes?

If you're a collaborative, resourceful leader who thrives in a mission-driven, community-based environment, and are motivated by the opportunity to strengthen and grow a multi-faceted organization, we'd love to hear from you.

About Plast

Soon to be celebrating its 80th anniversary, Plast Toronto is part of a global Plast community based on Scouting principles and dedicated to youth development through leadership, outdoor education, and community engagement.

Locally, Plast Toronto operates from the Plast Huculak Centre in Etobicoke, serving as a hub for youth programming, community events, and partner organizations. Plast Toronto also owns and manages Plast Sich, located on the shore of Lake Ontario in Grafton, ON, which includes a camp facility, an open-air chapel, an outdoor pool and athletic courts/fields, short-term rental cottages, and long-term leased properties.

With a strong volunteer base and deep roots in the Ukrainian Canadian community, Plast Toronto plays a vital role in fostering leadership, identity, and connection across generations.

The Position

The Executive Director (ED) is responsible for the overall leadership, administration, and implementation of strategic direction of Plast Toronto. Reporting to the President and Board of Directors, the ED ensures the organization operates effectively, sustainably, and in alignment with its mission and bylaws.

This role blends **strategic leadership, operational management, community engagement, and business oversight**. The ED oversees staff, volunteers, facilities, and financial performance, while supporting the Board in governance and long-term planning.

The successful candidate will be a **visible, approachable, and highly organized** leader who can balance multiple priorities; from programming and fundraising to infrastructure and stakeholder relationships. Fluency in Ukrainian and English is a must.

Key Accountabilities

Executive Leadership & Strategy

- Lead the implementation of a 3–5 year strategic plan in partnership with the Board
- Translate strategic priorities into actionable operational plans
- Monitor progress, identify risks and opportunities, and recommend adjustments as needed
- Ensure alignment between programming, operations, and long-term organizational goals

Governance

- Support the Board of Directors, Executive Committee, and key committees in fulfilling their governance responsibilities
- Ensure meetings, documentation, and processes align with organizational bylaws and best practices
- Act as a trusted advisor to the President and Board on organizational matters
- Oversee preparation for Board meetings and Annual General Meetings

Finance

- Work with Treasurer to develop and manage annual and long-range budgets
- Ensure financial stability through effective oversight of revenues, expenses, and cash flow
- Work closely with the Treasurer on financial strategy, reporting, and compliance

- Oversee bookkeeping, payroll, audits, and financial reporting processes
- Act as a signing officer for the organization

Operations & Administration

- Ensure effective delivery of core organizational functions, including:
 - Membership growth, retention, and engagement
 - Volunteer coordination and support
 - Program and event execution
 - Communications (website, newsletters, social media)
- Work with facility managers and Board committees at both the Toronto facility and Grafton properties, to ensure facilities are safe, well-maintained, and effectively utilized, including tenant and user management

Fundraising & Business Development

- Work with committee volunteers to develop and execute fundraising strategies
- Assist the Board in identifying and cultivating: sponsorships, grants, and other revenue-generating opportunities
- Support diversification of revenue streams, including rentals and program income

External Relations

- Help build and maintain relationships with community partners, stakeholders, and affiliated organizations
- Ensure Plast Toronto is represented within the broader Ukrainian Canadian community
- Help strengthen the organization's visibility, reputation, and value proposition

Human Resources

- Lead, coach, and support a small staff team, including:
 - Operations & Membership Manager
 - Program Coordinator
 - Site General Manager
 - Custodial staff
 - Additional part-time & seasonal staff
- Oversee recruitment, performance management, and staff development
- Manage key contractors and external service providers (bookkeeper, facility manager, IT)
- Foster a collaborative, accountable, and positive work environment
- Support volunteer recruitment and stewardship efforts

The Ideal Candidate

- 8–15+ years of progressive leadership experience, ideally in a non-profit or community-based environment
- Demonstrated ability to lead both strategically and operationally in a complex organization
- Experience working with or reporting to a Board of Directors
- Strong financial acumen, including budgeting and oversight
- Proven ability to manage multiple stakeholders, including volunteers and community members
- Experience in fundraising, partnerships, or revenue generation
- Highly organized, adaptable, and comfortable managing competing priorities
- Strong interpersonal, communication, and relationship-building skills
- Passion for community, youth development, and cultural engagement

Additional Considerations

- On-site presence required to support day-to-day operations and community engagement
- Flexibility to work evenings and weekends to support programs and program volunteers, and attend Board and committee meetings is required
- Occasional travel to Grafton, Ontario (spring/summer) is required

Why This Role?

This is a unique opportunity to lead a mission-driven organization with deep community roots and meaningful impact. The role offers the chance to contribute meaningfully, build lasting relationships, and shape the future of Plast Toronto, strengthening its operations, growing its reach, and supporting the next generation of leaders.

Application Instructions

If you are looking for an outstanding challenge and meet the qualification criteria, we look forward to hearing from you. Please include a cover letter and CV addressed to Motria Dzulynsky, President to: careers@plasttoronto.ca. The posting closes on May 31, 2026. Please note that only candidates selected for an interview will be contacted.

Thank you for your interest!

