

****EMPLOYMENT OPPORTUNITY ****

Position Title: Coordinator, Mindfulness Programs
Terms: 40 hrs/wk; Term to March 31, 2020 (possibility of long-term funding)
Salary: Approx. \$30/hr, based on education/experience, plus competitive benefits
Location: Prince George, BC – some travel required to other locations
Start Date: As soon as possible
Deadline: First shortlist will take place August 10th. Open until filled
Reports to: Director of Community Health

Organization Profile

The YMCA of Northern BC serves 20,000 people of all abilities, background, and stages of life in Prince George, Vanderhoof, and Northern British Columbia. We are a growing, multi-service association that offers health, fitness, recreation, licensed child care, rehabilitation services, community support services, and summer camp. The YMCA of Northern BC offers the opportunity to join a strong and exuberant team in a workplace that embraces respect, honesty, caring, and responsibility.

Nature and Scope

This full time role coordinates related programs that promote mental wellness for young people. The YMCA Y Mind Program helps teens and young people experiencing symptoms of mild to moderate anxiety to learn healthy coping strategies and connect with like-minded youth in a safe and encouraging group environment. The YMCA Mindfit Program helps teens with mild to moderate depression and anxiety to learn about and participate in physical fitness as a means of managing and improving their well-being.

Reporting to the Director of Community Health, the Coordinator will work collaboratively with other staff, volunteers, participants, community partners, and stakeholders. The Coordinator is responsible for overseeing programming in Prince George and for training of and support to expansion sites within Northern BC. The Coordinator is also responsible for overall operations of the program including marketing and recruitment, intake and assessment, hiring, supervising and performance management of part time facilitators, building relationships with stakeholders and community agencies, budgeting and financial management, program administration, risk management, and program reports. Occasional opportunities for direct program delivery exist, depending on the successful candidate's interest and capacity.

Key Responsibilities (but not limited to)

- Prepare and manage program budget
- Recruit, train and support program facilitators as needed
- Intake and assessment of program participants
- Refer applicants and participants to appropriate community agencies
- Ensure program delivery and program content meets the appropriate criteria and meets the needs of all participants

- Maintain an atmosphere of achievement that inspires self and others to succeed at the highest levels
- Networking and development of community partner relationships in order to facilitate growth in mental health programming areas and create opportunities for new programming areas
- Collaborate with partners and stakeholders as needed
- Ensure the safety of all members, participants, staff, and property by following YMCA standards/policies/procedures
- Ensure accurate record keeping of financial expenses
- Periodic reporting and invoicing to Funder
- Development of marketing, promotions and outreach plan to recruit target numbers of participants
- Ensure program quality assurance
- Completion of project reporting as required by funders

Qualifications

- Bachelor's degree in a related field
- Minimum 2 years related supervisory experience
- Master's degree in a mental health field (Psychology, Counselling, Social work) an asset
- Experience providing leadership to a diverse staff team
- Ability to train new staff and provide ongoing support and guidance
- Ability to recognize mental health signs and symptoms beyond the mild to moderate spectrum and provide referrals to appropriate medical and community agencies
- Proven ability to build relationships with partners and stakeholders
- Proven ability to prepare and manage program budgets and interpret financial statements
- Proven ability to lead a marketing strategy to recruit participants into a community program
- Ability to facilitate information sessions and lead intake interviews
- Ability to conduct pre and post program assessments
- Ability to be flexible, adaptable and multi-task in high demand environment
- Demonstrated ability to make sound judgments and decisions; effective prioritizing and problem solving skills
- Exceptional interpersonal, communication and conflict resolution skills
- High degree of independence and initiative within a team environment
- Experience with youth, particularly youth with mental health challenges
- Experience with diverse populations, including LGBTQ+ and Indigenous populations
- Understanding and analysis of the impacts of colonization on Indigenous peoples
- Computer proficient – Microsoft Office
- Mental Health First Aid certification an asset



- First Aid/CPR-C certification an asset
- Ability to have a flexible schedule, including some evenings and weekends, as required
- Must have access to a vehicle
- Valid BC Driver's License
- Physical ability to complete required tasks
- Satisfactory criminal record check and clear vulnerable sector search
- Three satisfactory professional references

Competencies

In addition to bringing a commitment to YMCA vision and values, and an orientation to service, the candidate should possess the following competencies:

- ❖ **Commitment to Organization and Values:** Demonstrates and promotes a personal understanding of and appreciation for mission, vision, strategic outcomes and values of the YMCA of Greater Vancouver.
- ❖ **Service Orientation:** Deliberately identifies needs and wants of members/participants as priority, and creates opportunities to enhance each and every person's YMCA experience.
- ❖ **Teamwork:** Ability to work effectively with others to achieve optimal collective results.
- ❖ **Communication:** Ability to speak, write, listen, and secure information in a variety of settings
- ❖ **Outcomes Oriented:** Ability to lead, manage, and achieve identified goals.

HOW TO APPLY:

Please submit the following **three documents**:

- Cover letter
- Resume
- YMCA employment application located on our website at: http://nbc.ymca.ca/wp-content/uploads/2017/08/nbcy_employment_application_aug2016.pdf

We will accept applications via mail, fax, or email by August 10th 2018 at 5:00pm, to:

Melissa Cailleaux, Director of Community Health

YMCA of Northern BC

1160 7th Ave.

Prince George, BC

V2L 3L6

Email: melissa.cailleaux@nbc.ymca.ca

Fax: 250-565-4209

The YMCA of Northern BC thanks everyone for their interest in this opportunity. Only those selected for an interview will be contacted.