



YMCA of Greater Vancouver Employment Opportunity

Date Posted:	May 17, 2019
Position Title:	Supervisor, Y Mind
Location:	Robert Lee YMCA: Vancouver, BC (travel is required to visit other work locations in the Lower Mainland)
Terms:	Full-time, Temporary
Shift:	35 hours per week, hours of work include some evenings to meet program needs
Salary:	Under Review
Start Date:	As soon as possible
End Date:	January 31, 2020 (Parental Leave Cover)
Reports to:	Manager, Mental Wellness Programs

Situation:

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behavior—we do the right thing, put people first, keep our promises and lead by example.

For over 130 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health & fitness, child care, camping, employment & community services to over 120,000 participants annually.

Y Mind is part of the YMCA Mental Wellness Programs, which is a new and exciting area of work within Community Operations. It includes the YMCA Youth and Teen Mindfulness Groups for teens and young adults 13 to 30 and the Mind Fit program for teens 13 to 19. These programs support teens and young adults who experience symptoms of mild to moderate depression and anxiety.

Mind Fit provides a two part program that includes (1) a group visit with a mental health practitioner from a partnership organization and (2) a group physical activity component led by a Physical Activity specialist from the YMCA. The Mind Fit program is delivered to a group of 10-12 teens over 8 weeks in 2-hour sessions.

YMCA Mindfulness Groups provide groups of 12 participants with psychoeducation and support to help youth (ages 18-30) and teens (ages 13-17) with mild to moderate anxiety develop healthy coping skills using concepts from mindfulness and Acceptance and Commitment Therapy (ACT).

Nature and Scope:

Reporting to the Manager, Mental Wellness Programs, the Y Mind Supervisor will work collaboratively with staff to coordinate the delivery of both the Mind Fit and Mindfulness Programs. These programs are delivered at no cost to participants due to provincial and private funding through numerous delivery models including running at YMCA facilities, in partnership with other organizations across the Lower Mainland, and through partnered school districts. The Y Mind Supervisor is responsible for the overall coordination and delivery of the programs including working with partnership sites, marketing and promotions, participant recruitment, screening and onboarding new participants and supporting staff. If program participants require additional support, the Y Mind Supervisor will work with participants to find appropriate referrals and will follow up with participants when they are absent. Furthermore, for the Teen Mindfulness Group and Mind Fit, the Supervisor, Y Mind will liaise with parents of teens involved in the programs. This individual will support programs by attending the first and last sessions of each cycle

(programs are delivered on week-night evenings) and administer pre- and post- program evaluations and relevant YMCA forms.

The Y Mind Supervisor will provide ongoing supervision of staff including Mindfulness Facilitators (2 part-time facilitators and 2-4 shift work facilitators) and Mind Fit Physical Activity Specialists (2) as well as liaise with program partnership staff. This position coordinates effective delivery of the Y's Mental Wellness Programs to ensure effective delivery at YGV and partnership sites.

Responsibilities:

Program Delivery

- Ensures the delivery of high quality programs and services to YGV and partnership sites
- Provides administrative and program-related support to community partnership sites
- Establishes work schedules and procedures and coordinates activities for programs
- Oversees marketing and promotions for Mental Wellness Programs
- Supervises participant recruitment, intake, follow-up and referrals
- Coordinates program evaluations with UBC & McCreary Centre
- Ensures the safety of branch/program participants, staff, and property by following YMCA standards, policies, and procedures

Relationship Building

- Maintain strong relationships with ongoing community partnership sites & regional Y Associations
- Maintain an atmosphere of achievement with staff, participants, and community partners

Supervising People

- Identifies resource needs and liaises with recruitment for hiring of new staff
- Provides role and program specific orientation and training to new employees
- Coaches, develops and supports staff to achieve excellence in service delivery
- Provides ongoing supervision of employee performance and completes reviews within required process timeframes
- Deals with performance issues using the required steps in the discipline process, up to and including termination

Planning and Organizing

- Develop intake schedules and timelines to meet delivery requirements
- Report writing for funders/donors

Fundraising

- Collaborate with the Mental Wellness team to reach annual fundraising goal for YMCA Annual Campaign

Other tasks as required

Qualifications/Experience:

- University degree in health promotion, mental health, recreation, youth care or related field, Masters Degree preferred
- Experience working with programs that support teens and youth
- Strong administrative & organization skills including proficient with Microsoft Office (Excel, Word, PowerPoint)
- Demonstrated experience in community outreach and promoting community-based programs through partnership building
- Staff supervision experience including leadership to a diverse team
- Ability to recognize mental health signs and symptoms beyond mild-moderate spectrum and provide appropriate referrals
- Ability to be flexible, adaptable and multi-task in a high demand environment
- Exceptional interpersonal, communication, and conflict resolution skills
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date

Competencies:

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

Leading Self

- Evolve in Professional Capability – Commit to being better
- Achieve Excellence and Authenticity – Show up with the best version of you

Leading Others

- Develop the Potential in Others – Help people grow and lead
- Create a Culture of Connection – Build bridges between people and partners

Leading Mission

- Think and Act Strategically – Make good decisions and act on them
- Make an Intentional Impact – Advance the strength and cause of the Y

Application Process:

Internal Applicants: Please apply online through the ADP Workforce Now Career Center.

External Applicants: Please apply using the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&cclid=19000101_000001&jobId=289414&source=CC3&lang=en_CA

Application Deadline: 6:00pm on June 11, 2019

*Thank you for your interest and application.
Due to the high volume of applications received, only short-listed candidates will be contacted.*



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