**YMCA of Greater Vancouver**  
*Employment Opportunity*

<table>
<thead>
<tr>
<th>Date Posted:</th>
<th>April 23, 2018</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Manager, Healthy Heart Program</td>
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<tr>
<td>Location:</td>
<td>YMCA Healthy Heart Office (New Westminster, BC)</td>
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<tr>
<td>Terms:</td>
<td>Permanent, Full Time</td>
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<tr>
<td>Shift:</td>
<td>35 hours per week</td>
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<tr>
<td>Start Date:</td>
<td>As soon as possible</td>
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<tr>
<td>Salary:</td>
<td>$50,000 to $57,000 per year, plus benefits</td>
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<td>Reports To:</td>
<td>Director, Community Health</td>
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**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.

**Nature & Scope:**
The YMCA Healthy Heart Program was one of the first community based cardiac rehabilitation program in British Columbia and has been running since 1986. The program serves 600 participants each year and operates in communities throughout the Lower Mainland, including Coquitlam, Port Moody, Burnaby, New Westminster, Surrey and Maple Ridge. The program provides financial assistance to those participants that are unable to afford program fees.

To provide management and ensure continuity of services to the YMCA Healthy Heart program, the Manager is responsible for the oversight of training and performance management of program staff and volunteers, marketing and recruitment strategies to onboard new program participants, quality assurance of program delivery and safety of program participants, management of revenue and expenses and an annual program budget of $400,000, and coordination of Healthy Heart annual fundraising and program events.

**Major Responsibilities:**

**Provide operational excellence to day to day operations:**
- Provide leadership and expertise to ensure that the YMCA Healthy Heart program promotes best practices in community based cardiac rehabilitation
- Ensure fiscal responsibility by planning and administering the Program’s annual operating budget of approximately $400K. This includes assessing variances, forecasting and making recommendations to address current and future expenditures.
- Responsible for administration of program fees and ensuring all program participant accounts are in good standing.
- Collaborates with the Healthy Heart Medical Director to ensure the delivery of high quality programs and services that meet Provincial and YMCA requirements and standards
- Collaborates with Director of Community Health to expand the program into underserved communities through strategic partnerships
Develops standards and processes to support the ongoing tracking and monitoring of services to ensure continuous improvement.

Provides direct leadership to a team of approximately 3 full time, 15 part time staff, and volunteers

Coaches and supports staff and volunteer teams to achieve excellence in service delivery through building relationships and performance management

Participate in full HR processes with employees as necessary, including recruitment, orientation, development and discipline

Maintain an atmosphere of achievement that inspires self and others to succeed at the highest levels

Develop and maintain positive relationships with stakeholders and community partners

- Develop and maintain positive working relationships with key stakeholders including municipal partners, health authorities, community organizations and service providers, YMCA staff and volunteers, and program participants
- Develop and implement strategies to engage the community through discussion, participation and involvement with community groups, committees and partnerships related to the needs of our communities.
- Seek out funding opportunities and complete grant proposals as required

Lead and role model the YMCA’s commitment to philanthropy and volunteerism

- Oversee YMCA Healthy Heart’s annual fundraising campaign to raise over $25k annually
- Provide leadership to the YMCA Annual Campaign including coordination of the Walk of Life through oversight of recruitment, training, and recognition of campaign staff, volunteers, and donors.
- Ensure the YMCA’s reputation as charity of choice is understood and supported by the community.
- Exemplify the value of philanthropy and volunteerism and share this knowledge and belief with staff, volunteers and members.

Requirements:
The successful candidate is a respected leader with significant knowledge and experience in program management. This individual is values-driven and believes passionately in the vital role that the YMCA can, and does, play in the community.

Qualifications and Experience:

- Post-secondary degree in a health related discipline such as Health Science, Public Health, Kinesiology, and/or Human Kinetics or equivalent combination of education and experience
- Minimum three (3) years progressive, results oriented, management experience including staff supervision and financial management
- Experience in or knowledge of cardiac rehabilitation and/or chronic disease management a strong asset
- Demonstrated experience managing program budgets, completing variance reports, reading and interpreting financial statements, and projecting and forecasting program expenses
- Experience supervising and coaching a team of staff and volunteers
- Experience in networking and building relationships with key external stakeholders
- Experience in marketing and recruiting participants for a community based program
- Experience coordinating fundraising campaigns and events and proven track record of funds raised
- Proficient with Microsoft Office and experience with database management
- Valid BC drivers license with access to a vehicle as required
- 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
- Valid Standard First Aid/CPR AED Certificate (can be obtained within 30 days of starting position)

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: Internal applicants should inform their supervisor prior to application. Complete online application using the following link:

External Applicants: Complete online application using the following link:
https://workforcenow.adp.com/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&jobId=243490&lang=en_CA&source=CC3&ccId=19000101_000001

Application deadline: 6:00pm, May 7, 2018

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