



Employment Opportunity The YMCA of Greater Vancouver

Date Posted:	January 11, 2018
Position Title:	Manager, Mental Wellness Programs
Location:	Robert Lee YMCA (955 Burrard Street, Vancouver)
Terms:	Full time, Temporary (maternity leave coverage)
Hours:	35 hours per week
Shift:	Monday – Friday, some evenings as required
Salary:	\$60,000 to \$65,000 per year, plus benefits
Start Date:	As soon as possible
End Date:	March 8, 2019
Reports To:	General Manager, Community Operations

Situation:

The YMCA of Greater Vancouver (YGV) 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 and 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 behaviour—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 & aquatics, child care, camping, employment & community services to over 120,000 participants annually.

YMCA Mental Wellness Programs are an area of rapid growth within the YMCA of Greater Vancouver. Programs include the Youth Mindfulness Program, Teen Mindfulness Program, and Jumpstep for Teens. As a program area undergoing rapid growth, special attention is being paid to partnership development, funding opportunities, impact evaluation, and operational sustainability of these programs.

Nature and Scope:

Reporting to the General Manager, Community Operations, the Manager will work collaboratively with other staff, volunteers, participants, community partners, and stakeholders. The Manager is responsible for programming at YGV facilities as well as identifying community partnership sites for extending the reach of programming to other communities within the Greater Vancouver area. The Manager is also responsible for overseeing overall operations of the programs including marketing and recruitment, hiring, supervision and performance management, building relationships with stakeholders and community agencies, budgeting and financial management, program administration, risk management, and program reports. The Manager supervises two full time staff and several part-time staff. The Manager may be required to provide direct program delivery from time-to-time.

Major Responsibilities:

- Ensure fiscal responsibility by planning and administering the Program's annual operating budget. This includes assessing variances, forecasting and making recommendations to address current and future expenditures
- Participate in full cycle HR process with employees as necessary, including: recruitment, orientation, development, and discipline
- Provide leadership to two full time and several part time staff
- Provide oversight for program delivery and ensure 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

- In collaboration with the Manager, Provincial Initiatives, support specific components of the provincial Y Mind initiative, as necessary, such as: providing clinical/technical expertise to partners to support implementation of Youth Mindfulness Groups, as required, and developing/adapting new curriculum for pilot testing, as necessary”
- Collaborate with the Child and Youth Mental Health Collaborative as needed
- Ensure the safety of all members, participants, staff, and property by following YMCA standards/policies/procedures
- Periodic reporting and invoicing to Funder
- Oversight of 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
- Other duties as required

Qualifications:

- Master’s degree in mental health field or counselling related field
- Mental Health First Aid Certificate an asset
- Minimum two years working with youth and adults experiencing mild to moderate anxiety and mood problems
- Minimum three years progressive, results oriented, management experience including staff supervision and financial management
- Demonstrated experience building and maintaining community partnerships and relationships
- Experience developing and facilitating coping skills workshops
- Excellent administration skills and experience managing budgets.
- Computer proficient – Microsoft Office
- First Aid/CPR-C certificate required (can be obtained within first 30 days of work)
- Ability to work some evenings, weekends and flexible schedule, as required
- Valid BC Drivers License and access to a vehicle
- 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 and provide 3 professional references.

Application Process:

Internal applicants: Please inform your supervisor prior to application. Apply online using the link below:
https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=ymcagv&jobId=139573&lang=en_CA&source=CC2

External applicants: Apply online using the link below:
https://workforcenow.adp.com/jobs/apply/posting.html?client=ymcagv&jobId=139573&lang=en_CA&source=CC3

Application Deadline: 6:00pm on January 24, 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.*