



## YMCA Employment Opportunities

*Opportunities to learn, lead, and grow.*

### MENTAL WELLNESS DEPARTMENT

Position: Mindful Monkeys Assistant

Compensation: \$22 per hour

Schedule: ~4 hours per week.  
Additional hours for meetings,  
training, report writing and coaching.

Location: Vanderhoof

Start Date: March 2024

#### Mindful Monkeys Assistant Job Description:

Reporting to the Coordinator of Mindful Monkeys, the Mindful Monkeys Assistant will work collaboratively with other staff, volunteers, and participants. The Mindful Monkeys Assistant is responsible for supporting the Mental Wellness Facilitator and Physical Activity Specialist during the physical activity portion of the group and creating a safe and inclusive space for all within groups.

#### Major Responsibilities:

- Intake and assessment of program applicants.
- Facilitate group sessions and create a warm, welcoming and safe group environment.
- Prep, prepare and takedown for weekly group sessions.
- Attend preprogram training, post-program debrief meeting and regular staff meetings
- Local recruitment and marketing to get participants into the Mindful Monkeys group.
- Support applicants and participants to contact appropriate referrals to community agencies.
- Maintain an atmosphere of achievement that inspires self and others to succeed at highest levels.
- Ensure the safety of all members, participants, staff, and property by following YMCA standards/policies/procedures.
- Other relevant duties as required.

At the YMCA BC we are committed to creating diversity in the workplace and are proud to be an equal opportunity employer. We welcome and encourage all qualified applicants to apply. All qualified applicants will receive fair treatment and consideration for employment without regard to race, colour, religion, national origin, gender, gender identity or expression, attraction, disability, or age.

**Qualifications:**

- Experience working with children ages 8-12 years required.
- Experience working with children who have additional needs e.g. ADHD, Autism, etc. an asset.
- Experience conducting intakes and assessments an asset.
- Experience leading group Mindfulness Practices an asset.
- Mental Health First Aid Certificate an asset.
- 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.
- First Aid/CPR-C certificate required.

**Competencies:**

Commitment to Mission, Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision and values of YMCA BC.

Service Attitude: Identifies needs and wants of participants as priority and responds in an effective and timely manner to enhance every person's Y experience.

Relationship Building: Builds positive interactions both internally and externally to achieve work related goals.

Welcoming: Treats everybody in a friendly and respectful manner. Creates a pleasant, user-friendly atmosphere. Goes out of your way to make people feel at ease and makes an effort to learn the names of staff, volunteers and patrons.

Quality Focus – Ensures that services criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery.

Adherence to the YMCA Child Protection Policies and Procedures.

**Application Process:**

Please apply in writing, with cover letter and resume to:

**Melanie Glover**

**Coordinator, Mindful Monkeys**

E-mail: [melanie.glover@bc.ymca.ca](mailto:melanie.glover@bc.ymca.ca)

***\* Please note that a criminal reference check must be submitted for review prior to starting employment***