



Richmond Mental Health Consumer and Friends' Society (RCFC)

Job Posting: Peer Support and Recreation Program Manager

Organization: Richmond Mental Health Consumer and Friends' Society (RCFC)

Location: Richmond, BC

Position: Full-Time, 36 hours/week, Monday to Friday (with occasional evenings/weekends)

Wage: \$34 per hour (\$63,648 annually)

Benefits: Paid sick time, vacation, extended health benefits

About The Richmond Mental Health Consumer and Friends' Society (RCFC)

The Richmond Mental Health Consumer and Friends' Society (RCFC) is a self-governing, peer-run mental health organization. We provide peer support and a full calendar of wellness, social and recreational activities to adult mental health consumers living in Richmond, B.C.

Position Overview – Peer Support and Recreation Program Manager

The Peer Support and Recreation Programs Manager reports directly to the RCFC Executive Director. This role oversees the day-to-day operations of the Peer Support Program, Peer Support Social Group Program, Peer Navigator Program and Recreation Program, including the design, implementation, supervision, and evaluation of all program activities. The Manager supervises program staff, ensures effective client support, and promotes community programs.

Key Responsibilities

- **Program Supervision and Management:**
 - Oversee day-to-day operations of all peer support and recreation programs.
 - Supervise and support Program Coordinators, Recreation Program Leaders, and volunteer peer facilitators.
 - Participate in program and advisory meetings and ensure adherence to program policies.
 - Maintain confidentiality and handle payroll and expense submissions.
- **Program Design and Implementation:**
 - Develop and implement a monthly calendar of activities based on participant feedback and interests.
 - Collaborate with the Consumer Advisory Committee to set program goals and create promotional materials.
 - Plan and organize activities, including scheduling, room bookings, transportation, and supplies.
- **Client and Community Engagement:**
 - Provide program information to professionals and consumers and promote programs through community partners.
 - Respond to consultation requests and encourage participant engagement and goal-setting.
- **Promotion:**
 - Maintain and manage databases for program information and participant health data.
 - Develop marketing strategies and promote programs through local organizations.
- **Activity and Event Planning:**

- Purchase supplies, manage sign-ups, and maintain attendance records.
- Lead structured programs, workshops, and social activities as needed.
- Communicate logistics safety protocols and provide positive feedback to participants and staff.
- **Policy and Procedures Development:**
 - Update and develop Policy and Procedures Manuals for safe program management.
 - Manage confidential participant information and communicate safety protocols.
- **Financial Management:**
 - Track and manage financial aspects of the programs, including petty cash and budget estimates.
 - Maintain accurate records of income and expenses and prepare financial reports.
- **Staff Recruitment and Development:**
 - Review job descriptions recruit, and train new staff and volunteers.
 - Provide ongoing professional development and support.
- **Program Evaluation and Reporting:**
 - Keep statistical records, evaluate program effectiveness, and complete funder reports.
 - Conduct informal evaluations and gather feedback for continuous improvement.
- **Additional Duties:**
 - Attend RCFC meetings and contribute to program development and quality improvement.

Qualifications

- **Education & Experience:**
 - Bachelor's degree in health, social services, or a related field; or an equivalent combination of education and experience.
 - A minimum of three years of experience in a mental health setting, including roles in **supervision and program development.**
- **Specialized Knowledge:**
 - Demonstrated experience in providing **Mental Health Peer Support** programming, with a strong working knowledge of **wellness models** and **therapeutic recreation** (preferred).
- **Skills & Abilities:**
 - Strong organizational, communication, and computer skills.
- **Assets:**
 - Personal experience accessing mental health services in the designated client population/community.
 - Completion of a recognized **Peer Support training program and certificate.**
- **Certifications & Requirements:**
 - Current **First Aid and CPR certification.**
 - **Satisfactory Criminal Record Check** for working with vulnerable populations.

How to Apply: Please submit a job-specific cover letter and resume to:

Cory Tymich **Email:** cory.tymich@vch.ca
 Richmond Mental Health Consumer and Friends
 Society (RCFC) 210-7671 Alderbridge Way,
 Richmond, BC V6X 1Z9

A complete job description is available upon request. Only short-listed applicants will be contacted.

Closing Date: Applications will be accepted and reviewed until the position is filled.