Psychological Health & Safety Training

# Administrative & Assistant Volunteer

**Our Organization**

The Canadian Mental Health Association (CMHA) Alberta Division is a provincial organization where Albertans find compassionate support, responsible care, and accessible resources.

For more than 60 years in Alberta, CMHA has focused on community-based services, recovery and support for Albertans impacted by mental illness. We stand with people living in their community as they achieve their wellness goals.

CMHA Alberta Division operates as a registered charity within the not-for-profit sector. We work at the intersection of clinical and local mental health care. Our programs, projects and services are developed to address the unique needs of individuals and communities. We work to advocate for better mental health for all.

**The Volunteer Role**

CMHA Alberta Division is looking for an Alberta-trained Psychological Health & Safety Advisor who can support the CMHA Psychological Health & Safety Advisor Training with administration and co-facilitation of the in-person two-day training program and/or four morning virtual training program.

**The “Ask” (aka Responsibilities):**

*Training Administration*

* Support Event Registration
* Send pre-work and training communication to registered attendees
* Collect pre work and send results to participants prior to training
* Check in registrants upon arrival at training; report to training manager attendance results
* Distribute supplies and handouts as required
* Send out post-training surveys
* Finalize and send Certificates

*Event Management*

* Organize training materials & supplies
* Set up training venue appropriately
* Set up technology
* Work with venue on any special needs
* Work with our Events Team to arrange catering
* Manage any dietary restrictions for participants at training
* Receive and ready catering orders as they arrive
* Clean up venue at the end of training

*Facilitation Support*

* Help answer participant questions with the support of the trainer
* Add personal context **where appropriate** to support participant learning
* Record participant comments, questions, specific topics, or interesting facts
* Debrief with the trainer upon completion of the training

**Volunteer Competencies & Requirements**

To be successful in this position, volunteers possess the following:

* Certification in CMHA Psychological Health & Safety Advisor Training
* Experience working with the 13 Psychosocial Factors for a Healthy Workplace
* Availability for four (4) to eight (8) pre-booked, two-day trainings, 8-10 hours each day or virtual trainings, 4-5 hours each day in a calendar year (September-June)
* Available to support with administrative tasks 5-10 hours per month (September-June) as needed
* Effective communication and interpersonal skills;
* Facilitation experience
* Ability to work in Microsoft products, including Word, Excel, PowerPoint, and Outlook
* Ability to follow directions and

*\*This position qualifies for compensation for training assistant facilitation at a rate of $500 per completed training. Administration support is fully volunteer around 5-10 hours per month September-June.*

**Interested?**

Please email Megan Hunter at  [workplace@cmha.ab.ca](mailto:volunteer@cmha.ab.ca) with your expression of interest (aka why you would like to be part of the inner workings of PH&S Training). Including proof of competencies (e.g., Certificate from PH&S) and facilitation experience is appreciated.

We appreciate all who apply but only those considered for the volunteer position will be contacted.