


Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>START OF EVERY DAY: 9:15 to 9:30 Morning Icebreaker 9:30 to 10:00 Social Time Room Names: (Art A) Art Academy (Co A) Computer Academy (Cu A) Culinary Academy (GR) Group Room (OS) Off Site (MA) Music Academy (RR) Resource Room (SR) Serenity Room (TR) Training Room</p>		<p>Pathways To Recovery Group 8 weeks Sign-up today! Starting Thursday 6, 2017 From 11:00-11:50 am</p>		<p>Celebration Recovery Picnic Join us for free food, dancing, watermelon, eating contest, carnival games, activities, and a great time! Saturday July 29, 2017 11:00 am to 3:00 pm</p>	<p>1 10:00 to 10:50 Decoupage (Art A) 10:00 to 10:50 Beginning Zumba (SR) 11:00 to 11:50 Paper Mache Class(Art A) 12:00 to 1:15 D.B.S.A. (TR) Social Outing- Orange County Zoo 1 Irvine Park Road Orange, CA 92869 1:00 to 1:50 Relaxation Group (SR) 2:00 to 2:50 Creative Inspiration (Art A) 3:00 to 3:50 Water Color (Art A) 3:00 to 3:50 Cartooning Class(CoA) 4:00 to 4:50 What is Art? (Art A)</p>
<p>3 Community Meeting 12:30pm 10:00 to 10:50 Nature Walk (OS) 10:00 to 11:00 Embroidery (Art A) 11:00 to 12:30 Recovery International (GR) 11:00 to 12:15 D.B.S.A (Art A) 1:00 to 1:50 Music Class (MA) 2:00 to 4:30 Disc Golf (OS) 2:00 to 2:50 Our Spirituality (SR) Wellness Center South Will be closing @ 3:00pm</p>	<p>4 Closed for the Holiday </p>	<p>5 10:00 to 11:00 D.B.S.A (Art A) 11:00 to 11:50 Advanced Computer Class (Co A) 11:00 to 11:50 Poetry Group (GR) 12:00 to 12:50 NAMI Connection Support (TR) 12:15 to 2:00 Bowling Lake Forest Lanes (OS) 1:00 to 1:50 Employment Preparation (TR) 2:00 to 2:50 Women's Group (SR) 2:00 to 3:00 W.R.A.P. (GR) 3:00 to 3:50 Understanding Mental Illness (GR) 3:00 to 3:50 Living stigma free (TR) 4:00 to 4:50 Nature Walk (OS)</p>	<p>6 10:00 to 10:50 Active Listening (GR) 11:00 to 11:50 Pathways to Recovery (TR) 11:00 to 11:50 BINGO (RR) 12:00 to 12:50 Men's Group (GR) 12:00 to 12:50 Beading for Beginners (Art A) 1:00 to 1:50 Dual Recovery Anonymous (GR) 1:00 to 1:50 Living Styles (RR) 2:00 to 2:50 Anger Management (Co A) 3:00 to 3:50 Around the World (Co A) 3:00 to 3:50 Chess Club (TR) 4:00 to 4:50 Basics of Meditation (SR)</p>	<p>7 10:00 to 10:50 Gardening (OS) 10:00 to 10:50 Vision Board (Art A) 11:00 to 11:50 W.R.A.P. (TR)/Creative Writing(Art A) 12:00 to 12:50 CIWP Support Group (Art A) 1:00 to 1:50 AA Meeting (GR) 1:00 to 1:50 Recovery System (RR) 2:00 to 2:50 Diversity (GR) 2:00 to 2:50 Cooking on a Budget (CU A) 3:00 to 3:50 Expressive Arts (Art A) 3:00 to 3:50 Self Esteem (TR) 4:00 to 4:50 Relapse Prevention (TR) 5:00 to 6:50 Board Games (RR) 5:15 to 6:30 D.B.S.A. (Art A)</p>	<p>8 10:00 to 10:50 Decoupage (Art A) 10:00 to 10:50 Beginning Zumba (SR) 11:00 to 11:50 Paper Mache Class(Art A) 12:00 to 1:15 D.B.S.A. (TR) Social Outing- Mission Viejo Mall 555 The shop Mission Viejo , Ca 92691 1:00 to 1:50 Relaxation Group (SR) 2:00 to 2:50 Creative Inspiration (Art A) 3:00 to 3:50 Water Color (Art A) 3:00 to 3:50 Cartooning Class(CoA) 4:00 to 4:50 What is Art? (Art A)</p>
<p>10 Community Meeting 12:30pm <i>United Health Care- Services Provided</i> 10:00 to 10:50 Nature Walk (OS) 10:00 to 11:00 Embroidery (Art A) 11:00 to 12:30 Recovery International (GR) 11:00 to 12:15 D.B.S.A (Art A) 1:00 to 1:50 Music Class (MA) 2:00 to 4:30 Disc Golf (OS) 2:00 to 2:50 Our Spirituality (SR) 3:00 to 3:50 Seeking Safety (GR) 3:00 to 4:15 Art Workshop (Art A) 4:00 to 4:50 Emotions Anonymous (GR) 4:00 to 4:50 Recovery in Action (TR)</p>	<p>11 10:00 to 10:50 Life in Process (GR) 10:30 to 2:00 Movie Time (Off Site) 11:00 to 11:50 Stress Management (TR) 11:00 to 11:50 Learning Apps (Co A) 12:00 to 12:50 NAMI Connection Support (TR) 1:00 to 1:50 Ending Isolation (GR) 1:00 to 1:50 Arts & Crafts (Art A) 1:00 to 1:50 Schizophrenia Alliance (TR) 2:00 to 2:50 NA Meeting (SR) 2:00 to 2:50 Art Journaling (Art A) 3:00 to 3:50 Pursuit to Happiness (TR) 3:00 to 3:50 Housing Choices (Co A) 4:00 to 4:50 Goal Setting (GR) 4:00 to 4:50 Adult Coloring (Art A)</p>	<p>12 10:00 to 11:00 D.B.S.A (Art A) 11:00 to 11:50 Advanced Computer Class (Co A) 11:00 to 11:50 Poetry Group (GR) 12:00 to 12:50 NAMI Connection Support (TR) 12:15 to 2:00 Bowling Lake Forest Lanes (OS) 1:00 to 1:50 Employment Preparation (TR) 2:00 to 2:50 Women's Group (SR) 2:00 to 3:00 W.R.A.P. (GR) 3:00 to 3:50 Understanding Mental Illness (GR) 3:00 to 3:50 Living Stigma Free (TR) 4:00 to 4:50 Nature Walk (OS)</p>	<p>13 10:00 to 10:50 Active Listening (GR) 11:00 to 11:50 Pathways to Recovery (TR) 11:00 to 11:50 BINGO (RR) 12:00 to 12:50 Men's Group (GR) 12:00 to 12:50 Beading for Beginners (Art A) 1:00 to 1:50 Dual Recovery Anonymous (GR) 1:00 to 1:50 Living Styles (RR) 2:00 to 2:50 Anger Management (Co A) 3:00 to 3:50 Around the World (Co A) 3:00 to 3:50 Chess Club (TR) 4:00 to 4:50 Basics of Meditation (SR)</p>	<p>14 10:00 to 10:50 Gardening (OS) 10:00 to 10:50 Vision Board (Art A) 11:00 to 11:50 W.R.A.P. (TR)/Creative Writing(Art A) 12:00 to 12:50 CIWP Support Group (Art A) 1:00 to 1:50 AA Meeting (GR) 1:00 to 1:50 Recovery System (RR) 2:00 to 2:50 Diversity (GR) 2:00 to 2:50 Cooking on a Budget (CU A) 3:00 to 3:50 Expressive Arts (Art A) 3:00 to 3:50 Self Esteem (TR) 4:00 to 4:50 Relapse Prevention (TR) 5:00 to 6:50 Board Games (RR) 5:15 to 6:30 D.B.S.A. (Art A)</p>	<p>15 10:00 to 10:50 Decoupage(Art A) 10:00 to 10:50 Beginning Zumba (SR) 11:00 to 11:50 Paper Mache Class(Art A) 12:00 to 1:15 D.B.S.A. (TR) Social Outing- Irvine Spectrum 670 Spectrum Center Dr. Irvine CA, 92618 1:00 to 1:50 Relaxation Group (SR) 2:00 to 2:50 Creative Inspiration (Art A) 3:00 to 3:50 Water Color (Art A) 3:00 to 3:50 Cartooning Class(CoA) 4:00 to 4:50 What is Art? (Art A)</p>
<p>17 Community Meeting 12:30pm <i>Health Educator- Services Provided</i> 10:00 to 10:50 Nature Walk (OS) 10:00 to 11:00 Embroidery (Art A) 11:00 to 12:30 Recovery International (GR) 11:00 to 12:15 D.B.S.A (Art A) 1:00 to 1:50 Music Class (MA) 2:00 to 4:30 Disc Golf (OS) 2:00 to 2:50 Our Spirituality (SR) 3:00 to 3:50 Seeking Safety (GR) 3:00 to 4:15 Art Workshop (Art A) 4:00 to 4:50 Emotions Anonymous (GR) 4:00 to 4:50 Recovery in Action (TR)</p>	<p>18 10:00 to 10:50 Life in Process (GR) 10:30 to 2:00 Movie Time (Off Site) 11:00 to 11:50 Stress Management (TR) 11:00 to 11:50 Learning Apps (Co A) 12:00 to 12:50 NAMI Connection Support (TR) 1:00 to 1:50 Ending Isolation (GR) 1:00 to 1:50 Arts & Crafts (Art A) 1:00 to 1:50 Schizophrenia Alliance (TR) 2:00 to 2:50 NA Meeting (SR) 2:00 to 2:50 Art Journaling (Art A) 3:00 to 3:50 Pursuit to Happiness (TR) 3:00 to 3:50 Housing Choices (Co A) 4:00 to 4:50 Goal Setting (GR) 4:00 to 4:50 Adult Coloring (Art A)</p>	<p>19 10:00 to 11:00 D.B.S.A (Art A) 11:00 to 11:50 Advanced Computer Class (Co A) 11:00 to 11:50 Poetry Group (GR) 12:00 to 12:50 NAMI Connection Support (TR) 12:15 to 2:00 Bowling Lake Forest Lanes (OS) 1:00 to 1:50 Employment Preparation (TR) 2:00 to 2:50 Women's Group (SR) 2:00 to 3:00 W.R.A.P. (GR) 3:00 to 3:50 Understanding Mental Illness (GR) 3:00 to 3:50 Living Stigma Free (TR) 4:00 to 4:50 Nature Walk (OS)</p>	<p>20 10:00 to 10:50 Active Listening (GR) 11:00 to 11:50 Pathways to Recovery (TR) 11:00 to 11:50 BINGO (RR) 12:00 to 12:50 Men's Group (GR) 12:00 to 12:50 Beading for Beginners (Art A) 1:00 to 1:50 Dual Recovery Anonymous (GR) 1:00 to 1:50 Living Styles (RR) 2:00 to 2:50 Anger Management (Co A) 3:00 to 3:50 Around the World (Co A) 3:00 to 3:50 Chess Club (TR) 4:00 to 4:50 Basics of Meditation (SR)</p>	<p>21 10:00 to 10:50 Gardening (OS) 10:00 to 10:50 Vision Board (Art A) 11:00 to 11:50 W.R.A.P. (TR)/Creative Writing(Art A) 12:00 to 12:50 CIWP Support Group (Art A) 1:00 to 1:50 AA Meeting (GR) 1:00 to 1:50 Recovery System (RR) 2:00 to 2:50 Diversity (GR) 2:00 to 2:50 Cooking on a Budget (CU A) 3:00 to 3:50 Expressive Arts (Art A) 3:00 to 3:50 Self Esteem (TR) 4:00 to 4:50 Relapse Prevention (TR) 5:00 to 6:50 Board Games (RR) 5:15 to 6:30 D.B.S.A. (Art A)</p>	<p>22 10:00 to 10:50 Decoupage(Art A) 10:00 to 10:50 Beginning Zumba (SR) 11:00 to 11:50 Paper Mache Class(Art A) 12:00 to 1:15 D.B.S.A. (TR) Social Outing- Roger Gardens 2301 San Joaquin Hill Rd. Corona Del Mar, CA 92625 1:00 to 1:50 Relaxation Group (SR) 2:00 to 2:50 Creative Inspiration (Art A) 3:00 to 3:50 Water Color (Art A) 3:00 to 3:50 Cartooning Class(CoA) 4:00 to 4:50 What is Art? (Art A)</p>
<p>24/31 Community Meeting 12:30pm <i>SSI/SSDI - Services Provided</i> 10:00 to 10:50 Nature Walk (OS) 10:00 to 11:00 Embroidery (Art A) 11:00 to 12:30 Recovery International (GR) 11:00 to 12:15 D.B.S.A (Art A) 1:00 to 1:50 Music Class (MA) 2:00 to 4:30 Disc Golf (OS) 2:00 to 2:50 Our Spirituality (SR) 3:00 to 3:50 Seeking Safety (GR) 3:00 to 4:15 Art Workshop (Art A) 4:00 to 4:50 Emotions Anonymous (GR) 4:00 to 4:50 Recovery in Action (TR)</p>	<p>25 10:00 to 10:50 Life in Process (GR) 10:30 to 2:00 Movie Time (Off Site) 11:00 to 11:50 Stress Management (TR) 11:00 to 11:50 Learning Apps (Co A) 12:00 to 12:50 NAMI Connection Support (TR) 1:00 to 1:50 Ending Isolation (GR) 1:00 to 1:50 Arts & Crafts (Art A) 1:00 to 1:50 Schizophrenia Alliance (TR) 2:00 to 2:50 NA Meeting (SR) 2:00 to 2:50 Art Journaling (Art A) 3:00 to 3:50 Pursuit to Happiness (TR) 3:00 to 3:50 Housing Choices (Co A) 4:00 to 4:50 Goal Setting (GR) 4:00 to 4:50 Adult Coloring (Art A)</p>	<p>26 10:00 to 11:00 D.B.S.A (Art A) 11:00 to 11:50 Advanced Computer Class (Co A) 11:00 to 11:50 Poetry Group (GR) 12:00 to 12:50 NAMI Connection Support (TR) 12:15 to 2:00 Bowling Lake Forest Lanes (OS) 1:00 to 1:50 Employment Preparation (TR) 2:00 to 2:50 Women's Group (SR) 2:00 to 3:00 W.R.A.P. (GR) 3:00 to 3:50 Understanding Mental Illness (GR) 3:00 to 3:50 Living Stigma Free (TR) 4:00 to 4:50 Nature Walk (OS)</p>	<p>27 10:00 to 10:50 Active Listening (GR) 11:00 to 11:50 Pathways to Recovery (TR) 11:00 to 11:50 BINGO (RR) 12:00 to 12:50 Men's Group (GR) 12:00 to 12:50 Beading for Beginners (Art A) 1:00 to 1:50 Dual Recovery Anonymous (GR) 1:00 to 1:50 Living Styles (RR) 2:00 to 2:50 Anger Management (Co A) 3:00 to 3:50 Around the World (Co A) 3:00 to 3:50 Chess Club (TR) 4:00 to 4:50 Basics of Meditation (SR)</p>	<p>28 10:00 to 10:50 Gardening (OS) 10:00 to 10:50 Vision Board (Art A) 11:00 to 11:50 W.R.A.P. (TR)/Creative Writing(Art A) 12:00 to 12:50 CIWP Support Group (Art A) 1:00 to 1:50 AA Meeting (GR) 1:00 to 1:50 Recovery System (RR) 2:00 to 2:50 Diversity (GR) 2:00 to 2:50 Cooking on a Budget (CU A) 3:00 to 3:50 Expressive Arts (Art A) 3:00 to 3:50 Self Esteem (TR) 4:00 to 4:50 Relapse Prevention (TR) 5:00 to 6:50 Board Games (RR) 5:15 to 6:30 D.B.S.A. (Art A)</p>	<p>29 10:00 to 10:50 Decoupage(Art A) 10:00 to 10:50 Beginning Zumba (SR) 11:00 to 11:50 Paper Mache Class(Art A) 12:00 to 1:15 D.B.S.A. (TR) Social Outing-Recovery Picnic William Peak Park 7225 El Dorado Drive Buena Park, CA 90620 1:00 to 1:50 Relaxation Group (SR) 2:00 to 2:50 Creative Inspiration (Art A) 3:00 to 3:50 Water Color (Art A) 3:00 to 3:50 Cartooning Class(CoA) 4:00 to 4:50 What is Art? (Art A)</p>

Group Description

Emotional Groups

Approximately 36 emotional groups are designed to aid our members with establishing their own ability to cope and understand themselves, while addressing the overall member goals related to Advocacy and recovery:

Adult Coloring- Members will find this therapeutic and a way to express themselves.

Advanced Computer Class- Advance computer class is to teach members to search the web, as well as learn applications such as Word and Excel.

Anger Management- Members will use positive thinking while working around triggers; learn coping skills through making change in their behavior by positive choices.

Art Journaling- Members develop effective strategies to move through barriers: and cultivate resilience.

Art Workshop- Members use expressive art and art appreciation techniques to create insightful and fun projects.

Arts & Crafts- Members will enjoy a fun variety of craft projects.

Beading for Beginners- Members will use beading to design their own unique designs, key chains, bracelets and etc.

C.I.W.P- Consumers in the Workplace Support Group- A group of employed peers encouraging job retention and being able to work through issues using hope & help of others.

Creative Writing- Members will utilize their creativity to express their thoughts in writing form using prompts & imagery.

DBSA (Depression, Bipolar Support Alliance) - DBSA provides hope, help, support, and education to improve the lives of people who have mood disorders.

Decoupage Class- Members will use mod podge & tissue paper to express colorful creativity designs, while creating something beautiful to call their own.

Dual Recovery Anonymous- This 12 Step group provides support and social networking through community involvement while recovering from mental illness and other issues such as substance abuse.

Embroidery- Members will design an embroidery needlework creation that will be an arrangement of all embroidery techniques.

Employment Preparation Skills This class provides support and assistance to members who are seeking employment. Members can get help with locating hot job leads, resume building, interview tips, and other resources and assistance is available as needed.

Expressive Arts- A fun way to learn self-awareness through unique art expressions. No art ability necessary.

Jewelry Making – Members learn about beading and making different kinds of jewelry such as necklaces and bracelets.

Men's Group - This group is an open forum to share ideas, concerns, and solutions specifically towards men.

Music Class- Individual instruction on guitar and elementary piano and music theory.

NAMI Connection - NAMI Connection is a weekly recovery support group for people living with mental illness in which people learn from sharing experiences and coping strategies in a positive and supportive environment.

Paper Mache Class- Members will use starch and paper strips to form and create a unique piece of art.

Pathways to Recovery- Members will apply useful and practical recovery knowledge and skill directly from the "Pathways to Recovery" workbook.

Recovery in Action-Members will learn to develop a sense of community with their peers, and learn the principles of recovery through commonalities shared in group.

Recovery International – This group reads from one of Abraham Low's literatures while reading the participants highlight parts of the material that were meaningful to them and take turns describing an event in their everyday life.

Recovery System- Members will learn about their strengths, goal, and values so that they may better recover from mental illness.

Relapse Prevention- Members will learn what is relapse and understanding the recovery program through the 12 steps.

Schizophrenia Alliance-Members will learn the 6 step program for schizophrenia and related disorders, also fellowship, attitude and positive steps.

Stress Management- Learning methods of muscle relaxation and developing resilience.

Understanding Mental Illness- Teaching members and helping them to understand a variety of mental illness conditions.

Vision Board –Inspiration, Dream Board or Vision Board; A tool used for positive changes; by using pictures and clippings to create collages that transcend into beautiful and meaning art of wellness.

Watercolor Class - This class offers the fundamentals of watercolor medium. Members receive step-by-step instructions to create various paintings using watercolor technique.

What is Art? – This class is a building block for successful art making. Members receive step-by-step instructions to create various drawings through different medium.

Women's Group – This group is an open forum to share ideas, concerns, and solutions specifically towards women.

WRAP (Wellness Recovery Action Plan) – Members learn that they can identify what makes them well, and use their own Wellness Tools to relieve difficult feelings and maintain wellness in a higher quality of life.

Physical Groups

Approximately 7 physical groups offered are designed to promote the ability to strive for and achieve a healthy quality of life, while addressing overall member goals related to physical health, nutrition, and wellbeing.

Beginning Zumba-Members will learn moves to salsa music and burning calories.

Bowling – Members have an opportunity to meet in the community and go bowling. Members explore techniques of bowling while competing and having fun. This is a community integrated activity

Gardening – This class integrates the "garden" into our human culture and civilization. This class teaches members about gardening, agriculture, and how to take care of our natural resources.

Nature Walk – Members can explore local trails, lakes, parks and beaches in Orange County while learning the benefits of walking.

Relaxation Group - Members will learn to focus on many concepts of relaxation techniques, presents progressive relaxation exercise and imagery.

Spiritual Groups

Approximately 14 spiritual groups offered are designed to assist members with finding their own personal peace and tranquility while addressing overall member goals related to values and wellness:

Alcoholics Anonymous Meeting - This 12-Step group provides support and social networking through community involvement while recovering from alcohol abuse/dependence.

Basics of Meditation-Members will learn about meditation and put that learning into practice.

Emotions Anonymous- Members will learn to improve and focus on deviant moods and emotions.

Life In Process – Studies in the process of growth. This class helps members understand that life is a journey of many goals reached.

Narcotics Anonymous - Narcotics Anonymous (NA) uses a traditional 12 steps model that has been expanded and developed for people with varied substance abuse issues. It provides support and social networking through community involvement while recovering from narcotic abuse/dependence.

Our Spirituality – Members will explore their own spirituality through their own beliefs.

Poetry - Explore why poetry is important and practice the craft of writing poetry.

Pursuit to Happiness-Members will learn how to use their tools to maintain happiness on a daily basis.

Relaxation – This class helps to increase awareness for oneself through spiritual exercises like breathing and mindfulness.

Seeking Safety – A support group to help members cope with PTSD and substance abuse issues.

Self Esteem - Members will learn to gain confidence, self-worth, and respect through positive versus negative body image, looks, feelings and emotions.

Social Groups

Approximately 22 social groups are designed to provide our members with the opportunity to establish and maintain healthy, positive, and lasting relationships with their friends and families while addressing overall member goals related to indoor recreation and community involvement:

Active Listening – Learning how to listen well and more effectively.

Around the World-Members will learn how to develop cultural competence through an exploration of the common practices and historical significance of cultures.

BINGO - Members will be involved in a thinking game and interact with each other.

Cartooning Class- Cartooning Class will allow members to learn the fundamentals of character design and basic publish skills.

Chess Club- Members will learn the fundamentals of chess step by step instruction.

Community Meeting – This important weekly meeting is for all members to learn more about the center, different activities and groups, and events that are going on in the community.

Members also get to meet the staff and interact with them.

Cooking Class - Members prepare meals on a budget mean while still being mindful about eating healthy.

Creative Inspirations- Members will learn the fun of all types of the art and just being creative in off your feeling and emotions.

Disc Golf- Provide an opportunity for members to socialize and do physical activity while playing disc golf.

Ending Isolation- Ending isolation is designed to help members who have tendency to isolate from the recovery community by sharing.

Goal Setting - Setting obtainable goals and developing skills in order to reach them.

Housing Choices- Members will collaborate with peer to problem solve for any conflicts with housing, as well as improve current conditions and relationships with housing.

Ice Breakers- Members will gather together to discuss their day and plans for the daily events at the center.

Diversity- (lesbian, gay, bi-sexual, transsexual. Intersex, questioning) this group is for LGBTIQ community and those who are supportive to discuss LGBTIQ issues and have an open forum. With occasional guest Speakers.

Learning Apps- Members will learn how to work the apps your phone and tables and how to read them in the play store to see if they are free.

Living Stigma Free – Members will learn how to install hope and to raise awareness by knowing it can be liberating to disclose our diagnosis.

Living Styles- Members discuss interactions between roommates and other challenges to living arrangements that might arise for those who have independent housing.

Movie Time – Members enjoy watching movies both in the community and at the center. Members are encouraged to discuss their thoughts about these movies afterwards.

Board Games - Members will engage in social interaction in a group setting with a fun time competition

Social Hour - This group provides a great opportunity for members to come out and socialize with others playing games and socializing.

Social Outing – This group offers an opportunity for members to try something different, have fun, and meet new people in the community!

Spanish Class – Members learn basic and conversational Spanish.

Volunteer Opportunity Units

Outreach Team – responsible for welcoming new members to the program, mentoring them, and providing them with information about mental health community programs.

Socialization & Support Team- providing educational and entertainment opportunities by planning and facilitating daily activities and groups including outings and mailing of monthly calendars to members. They also coordinate special events for the members.

Business Administration-providing clerical functions, including receptionist duties, data entry, and other general office skills.

Building and Maintenance- responsible for the upkeep of the building inside and out, including gardening, janitorial and kitchen duties.