



YMCA of Greater Vancouver Employment Opportunity

Date:	February 28, 2020
Position Title:	Registrar, YMCA Camps
Location:	Joyce YMCA (#300-5055 Joyce Street, Vancouver, BC)
Terms:	Permanent, Full-Time: 35 hours/week
Shift:	Monday to Friday
Salary:	under review
Ideal Start Date:	As soon as possible
Reports To:	Manager, Administration – Healthy Child Development

About Us:

The YMCA cares about raising healthy and resilient kids, ensuring youth feel confident and supported, and helping people feel healthy and connected to others in the community. As the Lower Mainland's largest operational charity, our staff and volunteers provide vital community services that have a positive impact on some of the community's most pressing social issues.

We've been a part of the Lower Mainland for more than 130 years—a place where people of every age and background find the support they need to reach their potential. Serving 120,000 people annually, the YMCA of Greater Vancouver provides programs and services in health and fitness, aquatics, child care, camp, employment, education and training, child and family development, immigrant services, global initiatives, youth leadership development and health management. In all things, we align our activities with our values:

- Do the right thing - We are caring, respectful, honest and responsible in all we do
- Put people first - We believe in the strengths, perspectives and passion of people
- Keep our promises -We do what we say we will do
- Lead by example -We are courageous, speak with conviction, listen attentively and collaborate

Nature & Scope:

The Administrative Assistant is the primary administrative support for YMCA Camp Elphinstone families, clients, and YMCA staff. The person will manage procedures related to day-to-day maintaining of registration records and reports. The work environment is fast-paced with a high volume of program participants.

Major Responsibilities:

- Provides excellent customer service by email and telephone
- Enhances existing administrative tasks and ensure that quality standards are consistently maintained
- Processes registrations, withdrawals, invoices, bank deposits, government billings, and reconciliations
- Maintains and updates computerized files, inventories and database systems
- Creates and maintains reports and files
- Develops and maintains positive working relationships with key stakeholders including YMCA staff and volunteers, community agencies and service providers and ministry staff
- Communicates regularly and works closely with both Healthy Child Development and YMCA Camp Elphinstone management and administrative teams
- Other tasks and duties as assigned

Qualifications/Experience:

- Completion of a College Diploma in a related field
- Minimum of 2 years administrative experience
- Very strong proficiency in Microsoft Office Applications
- Excellent verbal and written communication skills
- Efficient and process orientated
- Resourceful, enthusiastic, and possesses good judgement and listening skills
- Ability to multitask and prioritize
- Detail oriented, ability to adhere to and maintain administrative procedures
- Experience developing and implementing administrative procedures preferred
- Ability to work with a team and independently
- Well-developed interpersonal and relationship building skills
- Experience and sensitivity in dealing with members of the public
- Successful candidates will be required to provide three references and a current satisfactory Criminal Record Check/Vulnerable Sector Search

Competencies:

- *Commitment to Organization and Values:* Demonstrates and promotes a personal understanding of and appreciation for mission, vision, strategic outcomes and values of the YMCA of Greater Vancouver.
- *Service Attitude/Customer Focus:* Identifies needs and wants of members/ participants as priority, responds in an effective and timely manner.
- *Service Orientation:* Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.
- *Teamwork:* Ability to work effectively with others to achieve optimal collective results.
- *Communication:* Ability to speak, write, listen, and secure information in a variety of settings.
- *Outcomes Oriented:* Ability to lead, manage and achieve identified goals.
- *Self-Management* – the ability to work independently within prescribed parameters, discern the relevance of issues and communicate them effectively to program and administrative supervisor(s).

Application Process:

Internal Applicants: Please apply online through the ADP Workforce Now Career Center.

External Applicants: Please apply using the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&cclid=19000101_000001&jobId=348789&source=CC3&lang=en_CA

Application deadline: March 16, 2020; however, applications will be reviewed on an on-going basis **REQ: 3810**

Thank you for your interest and application.

Due to the high volume of applications received, only short-listed candidates will be contacted.



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