



## YMCA of Greater Vancouver Employment Opportunity

<b>Date Posted:</b>	February 7, 2020
<b>Position Title:</b>	Coordinator, Recruitment
<b>Location:</b>	Joyce YMCA (#300-5055 Joyce Street, Vancouver, BC) Occasional travel is required to visit other YMCA locations in the Lower Mainland, Fraser Valley, and Sea to Sky region
<b>Terms:</b>	Full-time, Temporary
<b>Shift:</b>	35 hours per week
<b>Salary:</b>	Under Review, includes benefits
<b>Start Date:</b>	March 2020
<b>End Date:</b>	April 2021
<b>Reports To:</b>	Manager, Human Resources

### **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:**

Reporting to the Human Resources Manager, the Recruitment Coordinator is responsible for high-volume recruitment for varied positions at the YMCA of Greater Vancouver. The majority of the recruiter's portfolio includes services for the YMCA's Children's Services operating arm. The Recruitment Coordinator represents the YMCA to potential candidates and actively cultivates an excellent applicant experience.

### **Major Responsibilities:**

- Perform high volume recruitment within tight timelines, including: creating and updating job postings, posting job postings, shortlisting applications, coordinating interviews, leading interviews, making or facilitating hiring decisions, conducting reference checks, preparing letters of offer and hiring packages, extending job offers, collecting and submitting all new hire paperwork and documentation, communicating all status updates to hiring manager
- Work with hiring managers to understand responsibilities and requirements of open positions
- Use the recruitment module of ADP Workforce Now to track and hire candidates
- Ensure the completion and accuracy of all relevant administrative responsibilities as well as provide administrative support to the HR Manager
- Respond to recruitment related inquiries and escalate issues as appropriate
- Monitor online ticketing system for relevant HR issues and take action when appropriate
- Attend career fairs and employment events to promote the organization and publicize current employment opportunities
- Maintain employee confidence by keeping human resource information confidential

- Provide support for the Learning Management System (The Learning Lab), including troubleshooting user issues, tracking completions and maintaining the integrity of the database
- Comply with all relevant policies and legislation including the Employment Standards Act, BC Human Rights Code, insurance policies, YMCA policies and procedures, related employment laws, and other applicable agreements
- Provide reception coverage at Joyce YMCA reception desk, as needed
- Support YMCA philanthropic initiatives

**Qualifications/Experience:**

- Diploma in a related program, 1 year of recruitment experience and/or a combination of related education and work experience
- Experience/knowledge in principles of human resources, an asset
- Experience with ADP Workforce Now, an asset
- Excellent oral and written communication skills
- Strong organizational and interpersonal skills
- Self-motivated and able to work well independently and in a team environment
- Proficient with MS Office Suites for word processing, spreadsheets, email systems and database applications
- Accurate and detailed editing skills
- Valid drivers license and access to a vehicle for occasional travel across Lower Mainland, Fraser Valley, and Sea to Sky
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding start date

**Competencies:**

In addition to bringing a commitment to YMCA vision and values, the candidate should possess the following competencies:

**Leading Self**

- Evolve in Professional Capability – Commit to being better
- Achieve Excellence and Authenticity – Show up with the best version of you

**Leading Others**

- Develop the Potential in Others – Help people grow and lead
- Create a Culture of Connection – Build bridges between people and partners

**Leading Mission**

- Think and Act Strategically – Make good decisions and act on them
- Make an Intentional Impact – Advance the strength and cause of the Y

**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=348091&source=CC3&lang=en\\_CA](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&cclid=19000101_000001&jobId=348091&source=CC3&lang=en_CA)

**Application Deadline:** 6:00pm February 23, 2020

*Thank you for your interest and application.*

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

