



YMCA of Greater Vancouver Employment Opportunity

Date Posted:	March 13, 2019
Position Title:	Administrative Assistant, CCRR
Location:	CCRR Tri-Cities Office – Coquitlam & CCRR Burnaby New West Office
Terms:	Permanent, Part-Time
Shift:	24 hours per week (Tuesday - Friday)
Salary:	\$23.11 per hour
Start Date:	As soon as possible
Reports To:	Program Manager, CCRR

Situation:

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behaviour—we do the right thing, put people first, keep our promises and lead by example.

For over 130 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health & fitness, child care, camping, employment & community services to over 120,000 participants annually

The YMCA operates the Child Care Resource & Referral (CCRR) for the communities of New Westminster, Burnaby, Coquitlam, Port Coquitlam, Port Moody, Anmore and Belcarra. The CCRR provides information, support, resources and referral services to families and child care providers in the community. The goal of the CCRR program is to enhance the availability and quality of a range of child care options for families.

The CCRR is funded by the Ministry of Children and Family Development.

Function:

Reporting directly to Program Manager of the YMCA of Program Supervisor of Tri-Cities CCRR the Administration Assistant is responsible for day-to-day administrative tasks supporting the CCRR program's services in the communities of New Westminster, Burnaby, Coquitlam, Port Coquitlam, Port Moody, Anmore and Belcarra. This position is contingent on funding.

Major Responsibilities:

- Provide budget support through petty cash & visa reconciliations, cheque requests and forward to finance.
- Prepare and submit CCRR quarterly statistics, YMCA Canada statistics and other reports as needed.
- Maintain database integrity through accurate collection of information.
- Process new memberships, renewals, changes and overall maintenance of memberships.
- Develop child care provider and parent evaluation surveys and ensure they are consistently applied.
- Perform other related duties as required and be flexible to a changing work environment.
- Prepare YMCA CCRR forms and documents (i.e. promo materials, blog & web updates, information packages, workshop attendance lists & certificates)

- Develop & implement YMCA CCRR promotional strategy
- Support front desk staff to cover breaks and day needing coverage

Qualifications/Experience:

- A minimum of 2 years' experience in an administrative assistant role.
- Experience maintaining & working with databases.
- Demonstrate a high level of organizational, administrative, and customer service skills
- Detail oriented while managing multiple tasks at once
- Proficient with Microsoft Office (Excel, Word, and Publisher)
- Excellent verbal and written communication skills
- Ability to work independently and in a team environment
- Take initiative and manage time effectively in a fast paced changing environment
- Analytical and problem solving skills
- Successful candidates will be required to provide a current and satisfactory Criminal Record Check with Vulnerable Sector Search issued no later than six (6) months preceding your start date
- Three successful Reference Checks

Competencies:

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

Commitment to Organization and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, outcomes and values of the YMCA.

Leadership: Motivates and inspires self and others to take action to achieve desired outcomes.

Communication: Communicates in a thorough, clear and timely manner.

Creativity and Innovation: Develops new ways or adapts existing ideas to improve programs and service.

Team Work: The ability to work effectively with others to achieve optimal results.

Product Knowledge: Thorough understanding of the components required in providing quality care.

Application Process:

Internal Applicants: Please apply using ADP Career Center

External Applicants: Please apply using the below link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2b4cd153-66c2-4524-9a1c-714e9e1780df&jobId=280358&lang=en_CA&source=CC3&cclid=19000101_000001

Application Deadline: March 25, 2019, however applications will reviewed on an on-going basis

*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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