



YMCA of Greater Vancouver Employment Opportunity

Date Posted: June 21, 2018

Position Title: Administrative Assistant, Early Childhood & Family Development
Location: Robert Lee YMCA: Vancouver, BC
Terms: Temporary, Part-time: 3 days/week at 21 hours/week. Flexible schedule within regular business hours

Salary: \$18/hour
Start Date: As soon as possible
End Date: 6 month term, with possibility of extension

Reports To: General Manager, Early Years Programs

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 and 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 & aquatics, child care, camping, employment & community services to over 120,000 participants annually.

Function:

Reporting directly to the General Manager of the YMCA of Greater Vancouver's Early Childhood & Family Development branch, the Administrative Assistant is responsible for processing child care registration, assisting with the maintenance of waitlists, assisting with data entry where needed, and providing administrative support to the Early Childhood & Family Development management team.

Major Responsibilities:

- Process child care registrations, Y Memberships
- Process, maintain and update waitlist records and center enrollments.
- To maintain timely communication between parents, center supervisors & management team.
- To provide information regarding programs and fees to parents
- To provide admin support on the development of new child care facilities, and child protection functions.
- To work as part of the Child Care team and maintain positive communication with all staff.
- The Administrative Assistant may be required to assist in duties not listed above. YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

Qualifications:

- A minimum of 1-2 years' experience in an administrative assistant role.

- Experience working with databases.
- High level of customer service skills and cultural sensitivity
- Process and detail oriented while managing multiple tasks at once
- Proficient with Microsoft Office (Excel, Word, and Outlook)
- Excellent verbal and written communication skills
- Flexible to a changing work environment
- Ability to work independently and in a team environment
- Take initiative and manage time effectively in a fast paced changing environment
- Ability to prioritize workload, good organization skills, attention to detail
- Analytical and problem solving skills
- 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 your start date.

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 inform your Supervisor prior to application

Internal Applicants: Please apply [HERE](#)

External Applicants: Please apply [HERE](#)

Application Deadline: 6:00PM on July 3, 2018

*Thank you for your interest and application.
Due to the high volume of applications received, only short-listed candidates will be contacted.*



The Standards Program Trustmark is a mark of Imagine Canada used under license by The YMCA of Greater Vancouver