



The YMCA of Greater Vancouver Employment Opportunity

Date Posted:	October 31, 2017
Position Title:	Administrative Assistant, Youth Works
Location:	46167 Yale Road, Chilliwack
Salary:	\$28,538 per year
Start Date:	ASAP
End Date:	Unspecified
Terms:	Part-time temporary, term unspecified
Shift:	24.5 hours per week (during regular business hours), schedule to be determined
Reports To:	Manager, Youth Employment

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.

Nature and Scope:

This position has the primary responsibility for program administration to the Youth Works training and employment program. The position will involve assisting in setting up structure and process for the delivery of the program. The work environment is very fast-paced, with a high volume of program participants. The incumbent will work directly within a team of three staff.

Major Responsibilities:

- Provides administrative support for the following processes: program promotion, participant intake and registration, processing of sensitive information, completion of financial documents and statistical information relating to the program
- Provides reception coverage with the following responsibilities: welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries and directing visitors
- Maintains and updates computerized files, inventories and database systems
- Provides program information by email, telephone and face-to-face meetings with potential participants and interested parties
- Administratively supports program staff in meeting the obligations of the funder. Assists with program needs, mass mail outs, formatting documents, filing, ordering office supplies, etc.
- Identifies areas of concern, and problem solving regarding administrative responsibilities
- Assists in the development, preparation and administration of program statistics regarding participants and projected goals for year
- Assists with the creation and updating of participant and host files, and assists with file audits
- Responsible for ensuring files meet audit standards
- Models appropriate behaviour to staff in line with our Mission, Vision and Values
- Establishes rapport and maintains effective relationship-building behaviours with staff and members
- Represents the YMCA and the Association in a professional manner in internal and external forums
- Other duties as assigned

Qualifications:

- Completion of a Community College Diploma in Business Administration or related field preferred
- A minimum of 2 years administrative experience
- Very strong proficiency in Microsoft Office/Excel/Internet
- Excellent verbal and written communication skills
- Efficient and process oriented.
- Resourceful, enthusiastic, and possesses good judgment and listening skills
- Ability to multitask
- Detail oriented, ability to adhere to and maintain administrative procedures
- Experience developing and implementing administrative procedures preferred
- Ability to work within a team and independently
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with members including participants, families, youth, children, staff and volunteers
- Excellent written communication skills
- Experience and sensitivity in dealing with people experiencing challenges relating to mental health
- Experience and sensitivity in dealing with members of different cultural and racial backgrounds, including visible and invisible dimensions of diversity
- Emergency first Aid/CPR-C Certificate required, can be obtained within first 30 days of employment
- 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
- 3 professional references

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: 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 inform your supervisor prior to application. Apply online using the link below:

https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=ymcagv&jobId=137235&lang=en_CA&source=CC2

External Applicants: Please apply using the link below.

https://workforcenow.adp.com/jobs/apply/posting.html?client=ymcagv&jobId=137235&lang=en_CA&source=CC3

Application Deadline: 6:00pm on November 8, 2017

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