

# Job Opportunity



## Why the Y?

The YMCA of Southwestern Ontario is committed to the development of healthy communities. Our locations, programs and services are designed to help our members and participants grow in spirit, mind and body and are open to people of all backgrounds, beliefs, and abilities.

## At the YMCA

- you will feel connected to community, when your work positively influences the lives of others in so many ways.
- you will meet new people, while working at one of the most respected human services organizations in the world
- you will expand your knowledge base, where you can flourish in values-based environment.
- you will have career development opportunities where you build a better future for yourself and others.
- you will experience a rewarding job by helping support the building of healthy communities.

The YMCA of Southwestern Ontario is a multi service, non-profit values-based charity that serves Windsor-Essex, Sarnia-Lambton, Chatham-Kent, London, Middlesex-Elgin, Huron-Perth, and Oxford counties. Our services include: Childcare Services, school age programs, camp programs, health and fitness branches, community programs and newcomer services across the region. Our commitment includes a special focus on the region's children and youth. From the kids in our camps and those participating in soccer and swimming lessons, to youth who are new to our communities from around the world, the Y is committed to helping our next generation to grow and thrive, as healthy individuals and passionate future leaders.

Y" not join the thousands of members, employees and volunteers in the region to share our vision of a healthy community?

**As we continue to grow, we have a need for the following position:**

**Position/Term: Children's Educational Services, Administrator/Permanent Full-Time**

**Location: London**

**Start Date: January 31, 2022**

## Qualifications & Experience:

- Excellent communication, analysis and computer skills including Microsoft's Excel, Word, Outlook, Publisher and Acrobat Pro
- Well developed organization and time management skills
- Commitment to customer service and teamwork
- 1-2 years of experience in a reception or administration position is an asset
- Current First Aid/CPR certifications is an asset
- Current successful Criminal Reference Check with Vulnerable Sector Screening within the last 6 months (must be 18 years or older)

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- It is a YMCA of Southwestern Ontario requirement that all employees and volunteers be fully vaccinated against COVID-19. Exemptions will be granted upon receipt of acceptable proof of a permissible Human Rights Code ground.

## Compensation/Benefits:

- Starting at \$17.00 – \$20.00 per hour (\$33,150-\$39,000 annual salary)
- A YMCA personal membership at our health and fitness branches
- A discount on our Childcare and Camp programs
- Vacation entitlement in accordance with the employment standards regulations
- May be entitled to up to 12 paid personal days – applicable with position and contract length.
- Benefits and Pension applicable after successful completion of ninety-day probation period

## Schedule:

- Monday through Friday 7.5 hours per day

## Responsibilities:

- YMCA of Southwestern Ontario policy and procedures.
- Act as a YMCA ambassador, demonstrating YMCA core values in your daily work.
- Provide support for all inquiries at reception desk
- Answer phone and direct calls promptly
- Maintain general child care email and direct calls promptly
- Review OneList daily and provide updated reports
- Update and/or create PDF and a variety of administrative documents
- Book Community space for onsite rooms
- Order supplies and uniforms and managing invoices
- Follow up with collection of recruitment documentation
- Collect and distribute mail, packages, and deliveries daily
- Assisting with CES job posting
- Support registration department with tasks as needed
- Perform other sundry duties as assigned

## To Apply:

- Please include specific information detailing how you meet the qualifications we require for this position
- Submit your cover letter, resume, and applicable attachments by email to [christa.mitchell@sw.ymca.ca](mailto:christa.mitchell@sw.ymca.ca) by no later than **Sunday, January 23, 2022**

We thank all applicants for their interest; however only those selected for an interview will be contacted.

The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for all stakeholders including our members/participants, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.

Want to know more about us, visit us at: <https://www.ymcaswo.ca/>