

# Job Opportunity



## Why the Y?

### Imagine.....

- A place where you are a part of one of the most respected human services organizations in the world;
- A place where your work positively influences the lives of others in so many ways;
- A place where you are able to flourish in a values-based environment;
- A place where you will build a better future not only for yourself but also for those you serve.

### At the YMCA

- you will feel connected to community,
- you will meet new people,
- you will expand your knowledge base,
- you will have career development opportunities and
- you will experience a rewarding job by helping support the building of healthy communities

Imagine accomplishing all of this while having fun in a challenging and dynamic atmosphere!

This is “Why the YMCA”.

### Our Y

With health and fitness branches, camps, childcare centres, community programs and newcomer services across the region, reaching from Windsor in the West, North to Goderich, South to Point Pelee National Park and East to Woodstock, 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.

This commitment includes a special focus on our communities’ 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.

“The Y has given me more than I could imagine. It has helped my children have a happy, healthy Mom – and you can’t put a price on that.” ~ Mary

“Y” not join these participants, our nearly 91,000 members and over 2500 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:

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**Date:** March 10, 2022

**Position:** Office Manager

**Location:** YMCA Camp Queen Elizabeth

**Start Date:** June 25<sup>th</sup>, 2022, spring contracts may also be available

**Compensation:** \$575/week - New Manager or \$625/week – Experienced Manager, based on experience in a camp or office work environment

YMCA Camp Queen Elizabeth (CQE) is a seasonal summer camp and outdoor center located in Georgian Bay Islands National Park on Beausoleil Island just outside of Honey Harbour, Ontario. Since 1953, CQE has offered a variety of programs for children and youth ages 6-17, including traditional one and two week overnight camps, extended canoe out trips, leadership programs, and outdoor education programs for school groups. The programs offered have a strong emphasis on waterfront activities, canoe tripping, and environmental education. YMCA Camp Queen Elizabeth operates during the spring and fall seasons as an Outdoor Center, offering a variety of programs for schools and groups as well as a selection of training events and retreats for camp staff, adults and private groups. Annually, CQE hosts approximately 2000 participants throughout the outdoor education and summer camp programs.

The Office Manager maintains the flow of information throughout Camp, to and from camper families, and between CQE and the Camping Branch in London. This person is the face of camp and is expected to provide excellent customer service to camp families and outdoor education clients. The main components of this job include the management of:

- Incoming and outgoing information (mail, telephone, e-mail)
- Camp information, registrations, and camper lists (camper files, cabin and bus rosters)
- Supplies and inventories (office, merchandise)
- Social media (Instagram and Facebook)
- Payroll (new hire packages and staff paperwork)
- Camper mail

This staff member works closely with Directors, Managers and other staff to facilitate timely distribution of necessary information to the camp. This person must have an understanding of the information needed by each area of camp, and an ability to use Microsoft Excel.

**Benefits:**

- A complimentary YMCA membership which encourages you to embrace the Y's philosophy of health and well-being

**Responsibilities:**

- Ensures all camper information is received and appropriately logged in Camper files. Organizes lists of all campers and staff including cabin groupings, bus lists and dietary restrictions. Maintains confidentiality with all sensitive information

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- Accepts registrations and communicates regularly with the Camping Branch in London
- Manages camp social media pages both Instagram and Facebook
- Maintains a calm, positive, and professional demeanor in all interactions with clients, participants, and the public
- Responds to all messages within 24 hours and replies to time sensitive concerns or inquiries immediately. Has excellent customer service skills and has a warm and friendly tone with all clients
- Supervises the Program and Communications Coordinator and oversees their responsibilities. This includes camper mail, CQE merchandise, program schedules and lists
- Responsible for ordering and inventorying all first aid and office supplies
- Maintains a consistently positive attitude, role models the YMCA core values and maintains a healthy lifestyle

## Qualifications & Experience:

- Standard First Aid, CPR C
- National lifeguarding
- G Class License
- Criminal Record Check including Vulnerable Position Screening
- Extensive organization skills
- Preferred Applicants: A mature and computer literate person with exceptional communication and interpersonal skills and an ability to use Microsoft Word and Excel.

## Competencies:

- Values
- Community
- Inclusion
- Relationships
- Influence
- Communication
- Decision Making
- Innovation
- Quality Results
- Self-Development
- Change Capacity
- Emotional Maturity

## Other Position Details:

This position is a seasonal contract from June 25<sup>th</sup>- September 2<sup>nd</sup>, 2022. There is also the possibility of a Spring Outdoor Centre contract from May 22<sup>nd</sup>-June 24<sup>th</sup>, 2022, The successful candidate is required to live on site at Camp Queen Elizabeth in traditional cabin accommodations. Time off will be scheduled each session with staff receiving the equivalent of one day off per week.

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## **Vaccination Policy:**

YMCA of Southwestern Ontario employees and volunteers are required to be vaccinated against COVID-19 in order to help prevent and limit the spread. As per this policy, they must do one of the following:

- Provide proof of each COVID-19 vaccination dose by showing their Ontario Ministry of Health issued document.
- Provide documented evidence of a Human Rights or medical exemption. Supervisors will refer all exemption requests to Human Resources for support

## **To Apply:**

1. Submit resume, application form and cover letter by email to: Jacqueline Taylor, Camp Director, Camp Queen Elizabeth [jacqueline.taylor@swo.ymca.ca](mailto:jacqueline.taylor@swo.ymca.ca) at (519)-453-8858 x 1100. Please include the Job Title in the subject line.

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.**