

# 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 and share our vision of a healthy community?

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

**Position/Term: CELPIP Test Centre Invigilator**

**Location:** Windsor Learning Centre – 500 Victoria Ave, Windsor, ON

**Start Date:** August 20, 2022

## Qualifications & Experience:

- Secondary School Diploma preferred
- Experience working with government funded/community programs (an asset)
- Proficiency in Microsoft Office and familiar with using a database
- Experience with basic computer troubleshooting
- Demonstrate understanding and sensitivity towards the challenges facing immigrant newcomers.
- Experience working with diverse populations
- Proven ability to understand and interpret complex documentation, applications, etc.
- Comfortable and effective communicating in group situations

# Job Opportunity



- Current and acceptable Criminal Record Check with Vulnerable Sector Screening is a condition of employment for all staff and volunteers.
- The YMCA of Southwestern Ontario has a mandatory COVID-19 vaccination policy. It has been suspended effective June 30, 2022. The policy may need to be re-instated in the future should our public health situation become such that it would be a recommended requirement

## Compensation/Benefits:

- 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 package - applicable with position and contract length

## Schedule:

- **Weekends Only**

## Responsibilities:

- YMCA of Southwestern Ontario policy and procedures
- Act as a YMCA ambassador, demonstrating YMCA core values in your daily work.
- Ensure that the test is ready to run. This includes checking the equipment and computer software carefully to make sure that everything is ready as well as confirming that CTC personnel are ready to administer the CELPIP Test before each sitting begins.
- Overseeing all the procedures and ensuring that they run smoothly before, during and after the test
- Understanding the roles of all team members (Technicians, Invigilators and Supervisors) and the duties associated with each position
- Understand the Test Procedures Manual and Test Centre Technical Guide. The Supervisor will routinely perform the Invigilator's tasks and may occasionally be called upon to perform the Technician's tasks.
- Develop a thorough understanding of the steps of the procedure to Check-in test takers.
- Monitor CTC Personnel to ensure they do not deviate from or neglect any of their responsibilities.
- Contact Paragon's support line when problems or questions come up.
- Handle test day issues or escalations from test takers.
- Completing Supervisor's Report
- Maintaining the security of Paragon tests during test delivery
- Ensure that all test takers' results have been uploaded successfully after the test has been completed.

## To Apply:

# Job Opportunity



1. In your cover letter, specifically state the position you are applying for and location. Please include specific information detailing how you meet the qualifications we require for this position.
2. Submit your cover letter, resume, and applicable attachments to Terra Armstrong at [terra.armstrong@swo.ymca.ca](mailto:terra.armstrong@swo.ymca.ca) by August 8<sup>th</sup> at 5pm.

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/>

<https://www.facebook.com/YMCAofSWO/>