



YMCA of Simcoe/Muskoka – Job Posting

Job Title: YMCA Day Camp Administrative Assistant
Location: Based out of YMCA Geneva Park
Term: Start date May 1st and End Date September 30th, 2010

The YMCA of Simcoe/Muskoka can trace back its roots more than 100 years. Currently, the YMCA of Simcoe/Muskoka serves over 60,000 people in Simcoe County and District of Muskoka and Parry Sound in Central Ontario.

With a staff complement in excess of 700 full and part-time people, combined with more than 3,000 volunteers and donors, and an operating budget of \$24 million, the YMCA of Simcoe/Muskoka serves over 19,000 annual members and participants through its seven centres in Barrie, Collingwood, Innisfil, Midland, Orillia, Parry Sound and Wasaga Beach.

The YMCA of Simcoe/Muskoka has 56 licensed YMCA Child Care Centres providing services to greater than 3,000 families, making it the largest Child Care provider in the region. Over 45,000 day campers and 800 residence campers register in our summer programs. More than 15,000 people are served through leadership development, outdoor education and family programs at YMCA Geneva Park, and staff counsels over 20,000 people in several employment centres and programs across our region, including Huntsville and Parry Sound. Newcomers to our area receive guidance in settling into their new life in Canada, through our YMCA Newcomer Services program.

Our YMCA of Simcoe/Muskoka works hard to ensure children and families have the tools, the knowledge and the services to remain healthy and safe. The YMCA promotes positive health messages and opportunities for children and their families to live healthy and active lifestyles.

As our Mission Statement affirms, “The YMCA is a charity that excels in strengthening our communities by providing opportunities for all to grow in Spirit, Mind and Body.” Our Vision is to be recognized as the community leader in lifelong health and personal growth.

Nature and Scope

The Day Camp Administrative Assistant will provide administrative support to the day camp team within the YMCA of Simcoe/Muskoka. The main responsibilities of this position will be administrative duties such as maintaining staff records and time sheets for payroll, data entry, filing, staff team communication, Grant processing, Day Camp reports, office organization, and daily quality customer service using telephone and email communication. In addition, responsibilities will include organizing and facilitating training programs for staff and support with outdoor education programming as required.

This is a term position reporting to the General Manager of Day Camping, Outdoor Education & International Programs and is based out of YMCA Geneva Park. In summary, the Day Camp Administrative Assistant works as a part of a Camp staff team; providing administrative support for the Day Camp Department to ensure a high quality Day Camp experience for all staff, campers and families in alignment with the YMCA's Mission, Vision and Values.

Job Qualifications

- Current Standard First Aid & CPR
- Current Police Reference Check
- Strong communication/public relations skills
- Demonstrable administrative & organizational experience

- Computer literate and able to function comfortably within Microsoft Office system, including the use of programs such as Word, Excel and PowerPoint
- Possess a strong work ethic, a commitment to quality service and excellent oral and written communication skills
- An excellent team player able to work closely with and take direction from Senior staff
- G-Class driver's license and clear driving record

Specific Duties

- Administrative duties such as data entry, statistical reporting, camper registration, grant proposal and applications, processing camper assistance applications, etc.
- Parent and public relations including developing, building, and maintaining positive relationships with external contract service providers and community groups
- Returning phone calls in a timely manner; managing member questions, concerns, comments in a values based manner
- Follow and encourage YMCA policies and procedures to be followed
- Ensuring payroll is completed accurately in a timely manner
- Maintaining all staff records and ensuring all information is up to date
- Developing and facilitating training for camp staff
- Assisting with Outdoor Education programming as required
- All of the above in accordance with the Director of Day Camping for the YMCA of Simcoe/Muskoka.

Competencies

Quality Focus: Ensures that success criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery.

Planning and Organizing: Establishes a clearly defined and effective course of action for self and others to accomplish short and long-term work goals. Manages own time in order to concentrate efforts on priority projects.

Self Management and Initiative: Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to their supervisor.

Problem Solving: Identifies an issue, gathers and processes relevant information, coming up with possible solutions, selecting appropriate responses, and implementing them.

Service Orientation

Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.

Teamwork: Gives leadership to, and participates actively in, the achievement of the team's mandate; creates an atmosphere of trust among all team members.

Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Commitment to Organization Vision and Values: Demonstrates and promotes a personal understanding and appreciation of the mission, vision, values and strategic outcomes of the YMCA.

All interested in applying should put their intentions in a written cover letter and forward with resume to Cat O'Connor by February 26th, 2010.

**Attn: Cat O'Connor
YMCA of Simcoe/Muskoka
22 Grove St. W
Barrie, ON
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