



YMCA-YWCA
of the Central Okanagan

*We build strong kids,
strong families,
strong communities.*

Job Title: ADMINISTRATION VOLUNTEER
Shift: Minimum 2 Hour shift between 9am-4pm, Monday – Friday
Working With: Accounting and Administration Staff

Join the Y to be fulfilled, be inspired and make a difference every day...

We are seeking an **Administration Volunteer** who is friendly, resourceful, well-organized, and is comfortable with computers and other office equipment at the Kelowna Family YMCA-YWCA. If that sounds like you, then this is your ideal place to help build strong kids, strong families, and strong communities.

The YMCA-YWCA of the Central Okanagan is a trusted, responsive charity that has been a part of our community for almost 30 years. The Y is committed to building strong kids, strong families and strong communities and strives to weave the core values of caring, honesty, respect and responsibility into all of our programs including: health, fitness & recreation, child care & day camps, youth leadership, employment, education and training, community outreach and international development. Y programs provide experiences to over 20,000 people per year in the areas of fitness, childcare, employment and aquatics with 43% of them being children & youth.

This position will work closely with our Administration Staff responsible for supporting the administrative activities of the administration department.

Duties & Responsibilities:

- Assist with mail outs (folding, stuffing envelopes and franking)
- Data Entry using Microsoft Excel
- Basic Business letters using Microsoft Word
- Print/Copy documents on various photocopiers and printers
- Collate packages of material
- Filing
- Inventory – (entering information, counting supplies)
- Shredding

Knowledge, Skills and Abilities on the Job:

- Ability to follow direction to work independently as well as part of a team
- Good communication and interpersonal skills along with a comfort level that allows for the clarification of questions
- Resourceful and Organized
- Promotes Y Values and is a positive role model
- Computer Proficiency: with Microsoft Office software (would be an asset)

Competencies:

Commitment to Mission, Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision and values of YMCA-YWCA of the Central Okanagan.

Service Orientation: Identifies needs and wants of members/participants as priority and responds in an effective and timely manner to enhance every person's YMCA experience.

Planning and Organization: Establishes a clearly defined and effective course of action for self to accomplish work goals.

Self-Management: Ability to direct personal performance to achieve desired results.

Qualifications:

- A Satisfactory Criminal Record Check
- Experience working with similar age groups
- Successful Completion of Reference Checks
- In an attempt to maintain our quality service to our members and community we request a minimum commitment of one shift per week whenever possible for at least 6 months continued service. This allows us to build schedules and offer additional programming to our community.

Our Commitment to our Volunteers:

As a volunteer with the Y family, we offer you a rewarding and fulfilling environment, opportunities to gain valuable experience, skills, training, and certifications. In addition, we want our volunteers to have:

- Meaningful volunteer experiences in a safe and secure environment
- A place in a supportive, caring, professional team
- Free child minding (when available) for your children while you volunteer for the Y
- Regular opportunities for volunteers to provide input and suggestions, both informally and through volunteer surveys
- Formal YMCA-YWCA orientation and training for all volunteers
- The opportunity to participate in YMCA Canada training programs
- Volunteer appreciation events
- Being a part of a broad mix of people who bring diverse perspectives and talents to the YMCA-YWCA of the Central Okanagan
- An interdisciplinary culture that allows volunteers to explore different jobs through our various Core Programs and Departments
- Volunteers can also receive free certifications in First Aid and CPR-C
- Fitness evaluations and course cost reimbursement for Y Volunteer Fitness Instructors (please inquire for further details)
- Advance your skill set, experience, and references to improve your resume
- Build confidence and valuable training for future employment

To learn more about the YMCA-YWCA of the Central Okanagan, visit our website at www.ymca-ywca.com.

To experience the rewards and joys of giving...

Contact us to find out how you can become a Y Volunteer:

Kelowna Family YMCA-YWCA
Wendy McGuire, Information Technology Coordinator
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