

Y Volunteer

OPPORTUNITIES



Be part of the
Y's volunteer family

Make a difference
in your community

Get involved today!

ymca-ywca.com

Position Title: ADMINISTRATION
Location: Kelowna Family YMCA-YWCA
Working with: 18+
Schedule: 2 hour shift per week (Anytime Monday-Friday, 9am – 3pm)

Without volunteers, the Y could not subsidize memberships or expand on the health and wellness programs that prove to change lives today. And without our volunteers gift of time, we *definitely* could not grow to help those that need us tomorrow.

Major Responsibilities and Abilities:

- Able to work independently as well as part of a team
- Able to follow direction and asking clarification
- Assist with mail outs (folding, stuffing envelopes and franking)
- Data Entry in Excel Spreadsheets
- Print/Copy documents on Photocopier
- Collate packages of material
- Filing
- Inventory – (entering information, counting supplies)
- Shredding

Requirements:

- A Satisfactory Criminal Record Check
- 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 3-6 months continued service. This allows us to build schedules and offer additional programming to our community.

Application Process:

Please submit your application by filling out the [Volunteer Application Form](#)

For further inquiries please contact:

Wendy McGuire, Volunteer Coordinator-Association Services

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YMCA-YWCA
of the Central Okanagan

Y Volunteer

We build strong kids, strong families, strong communities