



Administrative Volunteer

Location:

Dood Cristall Family YMCA

Schedule:

Approximately 3 hours/week

Position Benefits:

- YMCA Membership
- Staff/Volunteer Events

Placement Date:

August/September

The YMCA of Brandon is seeking a qualified, passionate volunteer to join our Admin team!

The YMCA of Brandon is a charity that has been part of our community since 1886. We are expanding our facility to accommodate a growing need in our area. Volunteering at the YMCA means you are part of a fun, positive environment. At the YMCA, our people are our greatest asset.

This position requires an individual who is capable of and interested in administrative functions such as: typing, filing, printing, computer work and miscellaneous office duties. This individual should have a good understanding of office functions and computers including Microsoft Office. This individual should be an enthusiastic team player who displays good communication skills and takes pride in their work. The Administrative Clerk reports to the Director of Funds Development and Communications.

Major Responsibilities and Abilities:

- Maintain Y standards and is a positive role model of our mission, vision, and values
- Duties include typing, filing, printing, creating programming for in-building TVs, staff & volunteer communications, miscellaneous office duties and other duties as assigned
- Act professionally, business casual dress
- Report any issues to the Director of Funds Development & Communications
- This position may deal with confidential matters. Confidentiality and discretion are required.
- Assume other related responsibilities as required by the Director of Funds Development & Communications
- Adhere to all YMCA Child Protection Policies & Procedures

Qualifications:

- Previous office experience & knowledge of Microsoft Office programs
- Effective communicator with strong Interpersonal skills
- Ability to multitask and adapt to changing job requirements
- Current Criminal Record and Child Abuse Registry checks

We are committed to providing an inclusive environment where diversity is welcomed and encouraged. If you require accommodation during any part of the recruitment or selection process, please don't hesitate to reach out. This includes providing you with alternate formats of this posting. We thank you for your interest; however, only candidates selected for an interview will be contacted.

Application Process:

Please apply with resume to:

Alisa Nerbas – Director of Funds Development & Communications
al.nerbas@ymanitoba.ca

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