



YMCA

We build strong kids,
strong families, strong communities.

YMCA of Greater Vancouver

Volunteer Opportunity

Aquatic Office Assistant – Chilliwack Family YMCA

The YMCA of Greater Vancouver is a charitable association dedicated to the development of people in spirit, mind and body as well as the improvement of local, national and international communities.

Job Summary

- Assist in preparing swimming lesson registration statistics and participation filing
- Assist in preparing swim lesson instructor class sheets
- Mark People Savers books and help prepare certificates
- Assist in updating and creating new templates
- Assist in creating water safety posters
- Input computer data as needed

Requirements

- Able to follow directions and work independently
- Work effectively with others to achieve optimal collective results
- Flexible towards changing job duties
- Completion of volunteer documentation and criminal record check
- Computer knowledge an asset

Competencies

- **Commitment to the Vision and Values:** Demonstrates and promotes a personal understanding of, and appreciation for, the mission, vision and values of the YMCA
- **Service Attitude/Customer Focus:** Identifies needs and wants of members/participants as priority, and responds in an effective and timely manner to enhance every person's YMCA experience.
- **Leadership:** Ability to develop and direct performance of others to achieve desired results.
- **Communication:** Ability to speak, write, listen, and secure information in a variety of settings.
- **Self-Management:** Ability to direct personal performance to achieve desired results.
- **Teamwork:** Ability to work effectively with others to achieve optimal collective results.
- **Flexibility/Managing Change:** Ability to know your environment, initiate and respond effectively to changing conditions.
- **Values Diversity:** Appreciates that individuals with different opinions, backgrounds and characteristics bring to the table "richness" to the challenge or situation at hand.

Benefits

- Be a part of the YMCA team and promote the YMCA of Greater Vancouver's mission, vision and core values
- Learn about diversity at the YCMA and meet new people
- Receive training to further enhance your professional development as it relates to the volunteer position

Contact

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