



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 with criminal record check
- Computer knowledge an asset

### Competencies

- *Commitment to organization vision and values:* Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA
- Teamwork
- Strong communication skills
- Relationship building and collaboration

### 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 YMCA and meet new people
- Receive training to further enhance your professional development as it relates to the volunteer position

### Contact

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