



YMCA

We build strong kids,
strong families, strong communities.

YMCA of Greater Vancouver

Volunteer Opportunity

Membership Services – 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

- Ensure opening and closing procedures are followed accurately
- Operate computer terminal, reconcile float and prepare daily cashout reports
- Answer telephone calls in a friendly and professional manner and ensure messages are accurate and forwarded in a timely manner
- Perform clerical duties including typing, filing and photocopying
- Assist participants and members with questions
- Provide building tours

Requirements

- Office / customer service experience
- Completion of volunteer documentation with criminal record check
- First Aid certificate 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
- *Service orientation.* Deliberately identifies and creates opportunities to enhance each and every individual's YMCA experience
- Teamwork
- Strong communication skills

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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