

Finance & Administration



JOIN OUR TEAM!

Program Registrar, Full Time (Term Position)

Administration Branch, 3550 Portage Avenue

At the Y, we've never met a kid whose potential we couldn't see. For over a century, Camp Stephens has been committed to building a better world – one child at a time. It's also our belief in developing a child's potential that has led us to our position as Manitoba's largest provider of childcare services.

Why work at the Y?

- ✓ Great people and a great work environment!
- ✓ Complimentary individual membership
- ✓ Many opportunities for growth and advancement
- ✓ 5% employer-matching pension plan

Are you the right fit?

- ✓ Able to manage camp and childcare registrations and withdrawals
- ✓ Accurately maintain the registration database
- ✓ Accurately receive, process and monitor payments and apply subsidies
- ✓ Effectively communicate with others about waitlists and accounts receivable
- ✓ Coordinate busses for campers and oversee their departure and arrival

What else do you need?

- ✓ 2 years' experience in a customer service role
- ✓ Strong computer skills, accurate data entry skills and great attention to detail
- ✓ Strong organization and time management skills
- ✓ Proven ability to manage multiple tasks and changing priorities
- ✓ Excellent customer service skills with the ability to deal with challenging situations
- ✓ Database experience is an asset

If you are someone who sees potential in all kids, then the Y is the place for you!

Submit your cover letter and resume by February 28, 2020 to:

Kendra Kotowski, HR Generalist

WIN-Resumes@ymanitoba.ca

The YMCA-YWCA of Winnipeg is committed to providing a safe environment for children and vulnerable individuals. All applicants will be thoroughly screened through a review process including Police Record Checks with Vulnerable Sector Search and Child Abuse Registry Checks.

We thank you for your interest; however, only candidates selected for an interview will be contacted.

Alternate formats available upon request