



# JOIN OUR TEAM!

## Program Registrar – Full Time

Administration Branch, 3550 Portage Avenue (hybrid remote model available)

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. As the Program Registrar, you will be responsible for the shared duties of childcare and camp registration as well as basic reception support in an office environment. Working as part of a team, the Registrar will also provide administrative support to other areas of the association.

### About the Y

At the Y, our core purpose is to help grow great people! We are a charity committed to nurturing the potential of children, teens and young adults, promoting healthy living and fostering social responsibility.

### 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
- Fully immunized against COVID-19 or valid exemption

**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 December 3, 2021 to: [brittany.girard@ymanitoba.ca](mailto:brittany.girard@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 look forward to contacting qualified candidates.*

*If you are hired, prior to your start date and as a condition of your employment, you will be required to provide proof that you are fully vaccinated against COVID-19 or have a valid exemption.*

Alternate formats available upon request

