



Apply now – Start your Administrative Career!

Role:	Licensed Summer Club Camp Administrator
Wage:	\$19.00 per hour
Benefits:	YMCA membership, paid sick time, paid training, education and career advancement opportunities
Hours:	Monday – Friday, Full-time: 40 hours per week June 24, 2024 (or sooner) to August 30, 2024
Location:	Prince George Family YMCA (2020 Massey Drive)
About the Program:	The YMCA is the largest not-for-profit provider of child care in Canada and YMCA BC- Northern BC is the largest provider in the north, serving: Chetwynd, Dawson Creek, Fort St. James, Fort St. John, Prince George, Pouce Coupe, Tumbler Ridge and Vanderhoof. YMCA Child Care is a home away from home.

Responsibilities of this role:

- Building relationships with families and providing exceptional customer service in a timely fashion
- Creating and maintaining effective systems and processes
- Documenting and reporting with a high degree of accuracy
- Ensuring the Child Care Team has all necessary information, forms, and documents for each session
- Keeping information confidential and well-organized
- Maintaining communication with all necessary team members
- Assisting the Administrative and Management Teams with registration, care plans, contacting parents, reference checks and hiring processes

Qualifications:

- Strong computer skills, including programs such as Microsoft Word, Excel, Teams and Active Net
- Strong customer service and communication skills are an asset
- Familiarity with child care programs is an asset
- Three satisfactory professional references
- Clear criminal record check and vulnerable sector search

As this position is funded by the Canada Summer Jobs Grant, preference will be given to applicants who meet the CSJ Grant criteria

To apply:

Please apply [here](#)