



### Camp Registrar

**Location:** YMCA Camp Wanakita, 1883 Koshlong Lake Road, Haliburton, ON, K0M 1S0 with hybrid working options available

**Position Type:** Full-time, Salaried with benefits and complimentary General YMCA Membership

**Salary Range:** \$50,000 - \$55,000 commensurate with experience

### Position Description:

We believe that it is through the power of our amazing people that the #YSavesLives. By joining the YMCA Camp Wanakita team, you will contribute to making our Y the best place to work.

The Camp Registrar is responsible for on-site administrative activities for participants and members. Reporting to the General Manager, Facilities & Administration, Wanakita, the role focuses on increasing employee effectiveness and supporting an environment that streamlines administrative processes, drives employee satisfaction, and maintains YMCA best practices. Key to this role is the ability to effectively undertake the day-to-day administrative duties of the Camp Wanakita operations, which includes, but is not limited to, onboarding and orientation of seasonal and full-time staff, involvement with employee relations, internal audits for compliance, data management (tracking and reporting), recruiting, onboarding, and general employee administration.

This is an excellent opportunity for a self-starter who demonstrates a collaborative work and communication style to drive positive change and help make the YMCA of Hamilton | Burlington | Brantford an outstanding place to work.

### What You'll Do:

- **Recruitment and Onboarding:** Responsibilities include maintaining all active posting files specific to Camp Wanakita throughout the recruitment journey, from needs analysis to selection. Familiarity with various social media platforms for recruitment is essential, as the role involves facilitating, screening applicants/resumes, setting up interviews, and conducting reference checks. Acting and supporting as an Assistant Director with seasonal recruitment cycles, the position aims to implement efficiencies to improve on previous cycles.
- **Administrative Support:** The role involves acting as the first point of contact for phone and email inquiries regarding registration information and program descriptions. It includes coordinating and delivering all administrative processes and information related to client attendance, maintaining attendance records for full-time staff, and preparing attendance summary reports. Responsibilities also encompass collecting and maintaining records, conducting general clerical tasks for the administrative offices, and supporting website updates, specifically in areas of registration availability, parent reference information, and program descriptions.
- **Team Support and Coordination:** This position provides daily support to the Wanakita Team, with a focus on Summer Seasonal team onboarding. Tasks include extending offers, collecting new hire paperwork, tracking and communicating with the PLC team, and managing data related to employee training, police checks, and other certifications. It also involves supporting the delivery of mandatory training and orientation for all new staff members, both in person and virtually. Supervising general day-to-day clerical tasks of general office and/or seasonal support staff may be required. Additionally, the role includes providing training, direction, and guidance to supervisory staff on the HRIS, as well as assisting in retention initiatives, such as ensuring performance appraisals (probationary and year-end) are completed as per Association standards and coordinating coaches' training programs.

**What You Bring:**

- Post-secondary education in Human Resources Management, Business Administration, Recreations Education or similar field preferred.
- Ability to use sound judgment in dealing with sensitive and confidential matters.
- Strong case management skills, including multitasking, prioritizing competing demands, with the ability to maintain a positive attitude where conflicting time demands are present.
- Excellent written and verbal communication skills, with the ability to build strong relationships and represent the association professionally in interactions with internal stakeholders and/or external communities.
- Minimum Qualifications of Standard First Aid and CPR C.
- Valid Pleasure Craft Operator's License.
- Proficiency in MS Office applications.
- This position is primarily a hybrid work arrangement with the expectation to be on-site at the Camp Wanakita office environment as required to support peak periods and training facilitation.
- Access to reliable transportation in order travel to various work locations.

**A Major Asset If:**

- Preferred 2 years of Human Resources generalist experience.
- Experience in administrative office work settings.
- Experience with HRIS and payroll applications.

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton|Burlington|Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire. Police Records Checks are reviewed on an individual basis, and the offence(s), if any, is considered in the decision-making process in relation to the requirement of working with children; therefore, not eliminating all candidates with a record from being offered a position.

**Organizational Overview**

As one of the largest charitable community service organizations in Canada, the YMCA of Hamilton|Burlington|Brantford responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

**Inclusion, Diversity, Equity and Accessibility**

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity.

We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply.

If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department at [plc@ymcahbb.ca](mailto:plc@ymcahbb.ca)



### **Ready to Make a Difference?**

The YMCA is a charity that ignites the potential in people. #YSavesLives starts with building a strong community. If you're passionate about creating a vibrant and healthy community where everyone thrives, we want to hear from you!

Don't meet every requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet all qualifications. If you are excited about the role, but your resume doesn't align perfectly with every qualification in the description, apply anyway. You may still be the right candidate for this or other roles!

**Interested in applying?** Please submit your resume via email at [dan.crawford@ymcahbb.ca](mailto:dan.crawford@ymcahbb.ca) by no later than March 31, 2025.

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