



YWCA Edmonton Job Posting

Camp Yowochas, located 80km west of Edmonton, Alberta, on Lake Wabamun, is now hiring for

Registrar

This is a full time, year round position!

Under the general supervision of the Director, the Registrar is responsible for providing administrative and clerical support for Camp Yowochas operations. The Registrar is the first point of contact for many of our summer camp families and outdoor education bookings. This requires a friendly and professional individual who will assist each person with respect.

Qualifications Required:

- High School Diploma
- Computer Literacy, including Microsoft Office 2010 Professional Edition, desktop publishing, email/internet, etc.
- Knowledge of accounting principles and proper cash handling techniques
- Strong customer service skills
- Experience working in a recreation environment is an asset
- Kitchen, maintenance or fund development skills would be an asset

Major Responsibilities

- Customer Service
- Registrations and Bookings
- Financial Responsibilities
- Clerical Duties

Note:

- Typical hours of work are Monday - Friday, 8:30am - 4:30pm
- Evening and weekend work are occasionally required
- The successful candidate is required to submit a Criminal Record Check and an Intervention Record Check from Alberta Children's Services.
- Applications will be accepted until the position is filled

How to Apply

Send your cover letter, resume and three references to:

Terry Konyi, Director
Box 313 Fallis, Alberta T0E 0V0
Fax: 780-892-2888
t.konyi@ywcaedm.org