



YMCA of Northeastern Ontario Employment Opportunity

The **YMCA of Northeastern Ontario** is a dynamic charity dedicated to strengthening the foundations of communities by offering opportunities for personal growth, community involvement and leadership. We have been offering programs and services to the North Bay community since 1958 and to the Greater Sudbury community since 1936! To learn more about our programs and services offered please visit ymcanortheasternontario.ca

We are currently looking for a **Youth Program Instructor** to join our team of committed professionals. This **part-time** position within the Association is housed at the YMCA of Northeastern Ontario's **Chippewa** location in North Bay. Under the leadership of the Supervisor of Recreational Programming, the Youth Program Instructor is responsible for program planning and delivery to ensure participant satisfaction. The ideal candidate for this position is someone who is dynamic, able to work as part of a progressive team, enjoys working with children and youth, and who is capable of managing multiple tasks.

START DATE	As soon as possible	LOCATION	North Bay Branch
RATE OF PAY	\$14 per hour	HOURS	4 - 8 per week

SUMMARY OF QUALIFICATIONS

- Possession of an Ontario Secondary School Diploma (OSSD) considered an asset
- Current or willing to obtain Standard First Aid and CPR C
- Excellent interpersonal skills, and verbal and written communication skills
- Current and Satisfactory Police Record Check with Vulnerable Sector

MAJOR RESPONSIBILITIES

- Assist with the developing, implementing, and maintaining the Association policies, procedures, guidelines, and forms
- Help ensure that the Association is in compliance with legislation requirements
- Create training materials for the various policies, procedures, guidelines, and forms
- Maintain an accurate HR database and personnel records
- Administrative support including filing



YMCA of Northeastern Ontario EMPLOYMENT OPPORTUNITY | HOW TO APPLY

If you would like to work in a family friendly environment, send us your cover letter and resume to the attention of:

PERSONNEL COMMITTEE | EMAIL: northbaycareers@ymcaneo.ca

Please ensure that your cover letter and resume both specify the job title of the position that you are applying for.

All applicants are thanked for their interest in this position. However, only those selected for an interview will be contacted. If contacted and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Human Resources Department.

Please note that successful candidates will be required to submit a current and satisfactory Police Record with Vulnerable Sector Check for review prior to starting employment.

Please note that candidates invited for an interview will be required to submit three professional references.

YMCA of Northeastern Ontario is an equal opportunity employer that is dedicated to maintaining a fair and equitable work environment. All of our employees and job applicants will be promoted or employed solely on the basis of their abilities and qualifications.