



NATIONAL ADVOCACY.  
COMMUNITY ACTION.



*YWCA Toronto transforms lives. As the city's largest multi-service women's organization, we help women escape violence, move out of poverty and access safe, affordable housing.*

*We work tenaciously to break down barriers that hold women back from achieving equality.*

**Internal and External Job Posting**  
**Part-Time Registrar**  
**Camping and Outdoor Education**  
**JOB ID: CAMP948 - Repost**

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<b>Employment Type:</b>	Part-Time, Permanent
<b>Work Hours:</b>	20.5 hours per week
<b>Salary:</b>	\$27,472 annually (L4), plus comprehensive benefits
<b>Location:</b>	68 Bergamot Avenue, Toronto, Ontario M9W 1V9
<b>Internal Application Deadline:</b>	Thursday, September 28, 2023
<b>External Application Deadline:</b>	Monday, October 2, 2023

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### JOIN OUR TEAM

YWCA Toronto strives to uphold anti-discrimination practices and anti-oppression principles to ensure that the rights of all individuals are respected and protected. We work to promote a climate that is welcoming of all women and individuals who identify as Trans, intersex, non-binary, agender, and/or Two-Spirit. We encourage applications from women and gender diverse people from all races, ethnic origins, religions, abilities and sexual orientations.

The Registrar is responsible for the customer service, marketing and administration for all programs in the Camping Department.

### ABOUT YWCA TORONTO – CAMP TAPAWINGO

YWCA Camp Tapawingo is a summer camp near Parry Sound for girls and gender diverse youth ages 6-16 providing leadership and skill development. The Outdoor Centre at Tapawingo offers outdoor education opportunities in the spring and fall to women, families and community groups.

### KEY RESPONSIBILITIES

- Responsible for the customer service and marketing of programs including reception for the department and responding to parent inquiries;
- Processes all registrations, from data entry and maintaining camper accounts to following up on late payments;
- Processes invoices, prepares purchase requisitions, enters information in to GP and presents for signatures;
- Reconciles the bank deposit with the monthly printout and inputs information into the ledger;
- Assists with all of the promotional mailing and fundraising initiatives;
- Co-ordinates the pick-up and drop off of campers and the buses and meets all buses at an off-site location;
- Liaises with campers and parents at the bus pick up and drop off location.

## QUALIFICATIONS

- General knowledge of an academic or technical discipline normally acquired through completion of a community college diploma plus 1-3 years related experience (**Cases for Equivalency will be considered**);
- Must exercise good judgment in handling confidential information;
- Excellent customer service, and interpersonal skills;
- Customer service and marketing experience required;
- Strong organizational skills and detail-oriented;
- Sound mathematical skills;
- Experience working within a multicultural environment and with a diverse community of women and girls; A sound understanding and ability to apply the principles of diversity, equity and inclusion;
- Knowledge of the dynamics of woman abuse;
- Ability to work to a deadline and to work independently;
- Excellent oral and written communication skills;
- Computer competency in advanced word processing, excel and database software.

**Note:** This position may include occasional (4-5 times/year) weekend work. Vacation may not be taken during the spring and summer months.

**Vaccination Policy:** - In accordance with YWCA Toronto's COVID-19 Vaccination Policy, all YWCA Toronto employees, students and volunteers are strongly encouraged to obtain all COVID-19 vaccinations and booster doses as recommended by Toronto Public Health.

## HOW TO APPLY

**Please submit your cover letter and résumé to** Jo Dwhyte, Interim Manager of Camping and Outdoor Education at [campjobs@ywcatoronto.org](mailto:campjobs@ywcatoronto.org). **Please quote JOB ID number CAMP948-repost and your name in the subject line.**

**Please note:** A vulnerable sector police reference check is required by the successful candidate prior to hiring. YWCA Toronto is a unionized workplace. Staff are represented by CUPE Local 2189. This position is within the Bargaining Unit. **Please indicate on your cover letter and email subject line if you are an internal candidate.** For internal applicants, this position is secondable.

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations.

YWCA Toronto provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation. While we thank all candidates for their interest, only those selected for an interview will be contacted.

YWCA Toronto is a Scent-Sensitive Workplace.

Posting Date: September 19, 2023