



## Volunteerism at the YMCA of Greater Toronto

### **About the YMCA of Greater Toronto**

The YMCA of Greater Toronto is a dynamic charity offering opportunities for personal growth, community involvement and leadership. Our 2010-2020 strategic plan *Strong Start Great Future* calls upon our Association to invest in young people across their life stages to deliver on our vision of ensuring our communities will be home to the healthiest children, teens and young adults. This community health strategy includes a significant role for adults and older adults.

Mirroring the region's diversity, the YMCA offers a variety of programs responding to the needs of the community, including employment and essential skills, education, newcomer programs, youth outreach and intervention, fitness, sports and aquatics, international programs, child care and camps.

When you support the YMCA of Greater Toronto's Annual Giving, you help us ensure more children, youth and young adults have the chance to be healthy... and so much more. We believe that by providing our children with a strong start, they will have a great future. And, ultimately, strong, healthy children mean strong, healthy communities in the GTA for the years to come.  
[www.ymcagta.org](http://www.ymcagta.org)

### **Why volunteer for your Y?**

YMCA of Greater Toronto aspires to be a great place to volunteer through an environment that embraces diversity and social inclusion, valuing differences and supporting full participation by all volunteers. The YMCA provides more than 7,000 volunteers with meaningful opportunities to make a difference in the lives of individuals and the health of our communities. The YMCA works to build healthy communities. This is achieved through a shared culture and values.

### **Our commitments**

The YMCA of Greater Toronto values the diversity of people and communities and is committed to excellence and inclusion in our Association.

We are committed to an environment that is barrier free. If you require accommodation during the interview process, please inform us in advance to arrange reasonable and appropriate accommodation.

Volunteers ensure the health, safety and well-being of all children, youth and vulnerable people in YMCA programs. Volunteers commit to the professional responsibility of maintaining knowledge of legislation, policies and procedures, child and youth development and best practices to best serve and protect children, youth, and vulnerable people.

Building healthy  
communities



# Administrative Assistant

**Location:** The YMCA Academy is located within the Toronto Central Grosvenor St YMCA Centre.

**Program Description:** The YMCA Academy, an alternative high school for youth with learning style differences. Please visit [www.ymcaacademy.org](http://www.ymcaacademy.org) for more information.

## Major Duties

- Assist YMCA Academy teachers and staff with administrative responsibilities as needed, including:
- Processing of non-confidential data
- External outreach to promote the YMCA Academy
- Assisting students in locating and processing paperwork for community involvement (volunteer) activities
- Assist in recruitment, training and administration of YMCA Academy volunteers

## Qualifications

- Minimum age 18.
- Successful applicants to this role will need to provide a Vulnerable Sector Screening from their local police service before their first day of volunteering and every three years on the anniversary of their first day of volunteering.
- Strong communication skills.

## Time Commitment

- Minimum 2 hours per week.
- Hours of operation: Monday – Friday 9:30am to 3:45pm.

## Benefits

- Develop your interpersonal and communication skills in a dynamic educational setting.
- Learn about diversity at the YMCA and meet new people from all walks of life.
- Be a part of the YMCA team and promote the YMCA Mission, Vision and Values.

## To apply for this opportunity:

Complete the online volunteer application form which can be found at <http://www.ymcagta.org/en/volunteer/how-become-volunteer.html>.

Applicants will have the option of *submitting* the application online or *printing* the application and dropping it off to Toronto Central Grosvenor St YMCA located at 20 Grosvenor St. (attention: Todd Harrison)

For details, email [tharrison@ymcaacademy.org](mailto:tharrison@ymcaacademy.org).