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Post 

Administrative Representative Intake Worker

Job Category: Administration/Coordinator

Requisition Number: ADMIN004811

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Posted: March 20, 2025

Part-Time

Scarborough Milner YMCA Emp & Immigrant Services
Scarborough, ON M1B, CAN

Job Details

Description

Pay Rate: \$19.40 per hour – Check out the YMCA’s total compensation package!	
Location: Scarborough Milner YMCA	Work Hours: 22.5 hours per week
Employment Type: Contract Hourly (until March 31, 2026)	Number of Vacancies: 1
Anticipated Start Date: April 16, 2025	Deadline to Apply: April 3, 2025 by 5:00 pm

Be the Spark! Join our dynamic Employment & Community Team, where every day is different, and you will always be engaged with meaningful work!

YMCA Employment and Community Programs provide a variety of employment, counselling, outreach, intervention, training and newcomer programs to youth and adults throughout the GTA. For decades the YMCA of Greater Toronto has been a leader in supporting the settlement and integration of newcomers to the GTA.

The Newcomer Information Centre (NIC) is an in-person and online information and referral services organization where newcomers can access relevant information to make their settlement in Toronto an easier process. Newcomer Services focus on settlement, education, employment and training issues and community involvement.

The Administrative Representative is part of a diverse team helping newcomers find information and assisting with their settlement in Canada. The Administrative Representative welcomes and provides excellent customer service to NIC members. The position requires administrative support including entering member information into NIC database, providing general clerical support; and supporting senior staff with statistical reports. The Administrative Representative provides translation/interpretation when needed; assisting newcomers make a smooth transition into Canada.

In this role, you will:

- Greet members with a warm and welcoming approach, assist them with the intake process; refer unregistered members to appropriate service providers or community agencies; provide translation/interpretation when needed.
- Provide members with an orientation to all services available at the Centre; instruct members in the use of equipment and software; assist members in the use of computers and other equipment to conduct information searches; troubleshoot common equipment problems (computer, printer, fax machine, telephones, photocopier, etc.)
- Perform data entry input and retrieval, ensuring the data is complete and accurate; maintain an organized, accurate member filing system; provide support in program statistical reports.
- Perform various administrative support duties such as ordering necessary office supplies and maintaining an accurate inventory of all program supplies and equipment; responsible for mailings, faxing and photocopying as required.
- Assist in maintaining staff bulletin boards, member displays and other communications, as per program standard; provide support to volunteer development.
- Perform other duties as assigned.

What you need to succeed:

- Commitment to the YMCA's Mission, Vision and Values
- Focus on the health, safety and wellbeing of all children, youth, and vulnerable people in YMCA programs including understanding legal and moral obligations related to reporting suspected child abuse to Child Protection Services
- YMCA Competencies: Accountable, Relationship-BUILDER, Improvement-Orientated, Team Player & Leader, Equity and Wellbeing Promoter

You bring:

- Completion of post-secondary courses in related field or equivalent experience
- Previous administrative/clerical work experience
- Knowledge of settlement services and community information resources an asset
- Proficient with personal computer applications, e.g. Microsoft Office, Microsoft Outlook, and Internet search engines
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with members, community partners, staff and volunteers; excellent written communication skills.
- Flexibility regarding work location and hours, including evenings and Saturdays
- Ability to communicate in another language is an asset
- Flexibility regarding work location and hours, including evenings and Saturdays.
- Commitment to diversity, equity, inclusion and building a sense of belonging

Why work for the YMCA?

The YMCA of Greater Toronto is a charity that ignites the potential in people, helping them grow, lead, and give back to their communities. We are committed to helping our employees reach their full potential and are recognized as a great place to work. We offer meaningful jobs and the opportunity to make a difference in the lives of individuals and the health of our communities. See what you can expect from the YMCA [here](#).

Joining the Y means contributing to over 165 years of providing opportunities for people to shine through programs and services like health and fitness, licensed child care, camps, employment and immigrant services, education and training, and services for youth, families, and seniors. Learn more in our 2020–2025 strategic plan, *Ignite the Light*, which outlines how we are focused on boosting well-being and promoting equity across the Greater Toronto Area.

The YMCA of Greater Toronto is committed to Diversity, Equity, Inclusion and Belonging. We strive to remove barriers to employment and recognize that diverse staff who reflect the communities we work in enrich the experiences of our participants and our team. As an equal opportunity employer, we invite applications from all qualified candidates including racialized people/people of colour, Indigenous Peoples, disabled people/people with disabilities and members of 2SLGBTQIA+ communities.

If we can make the recruitment process more accessible for you, please let us know when we reach out about a job opportunity so we can work with you to accommodate your needs.

In keeping with our commitment to safety and child protection, job offers are contingent on the successful completion of a Police Records Check. Within the first four months and every three years thereafter, a Vulnerable Police Records Check is required. Learn more about these checks [here](#).

The YMCA only considers applicants who are legally entitled to work in Canada. We thank all applicants for their interest, however, due to the volume of applications we receive, we can only contact candidates who are selected for an interview.

Check out the next steps in our [recruitment process](#) and see [what others are saying](#) about working at the YMCA.

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