

# Membership Services Administrative Support Volunteer Opportunity



## Role

The Membership Services Administrative Support Person will perform a variety of tasks including but not limited to: filing, restocking supplies, photocopying, etc. The volunteer will represent the YMCA in a responsible, respectful and professional manner, be positive and helpful, champion YMCA Clean Culture, and give timely feedback to supervisor regarding any issues.

## Requirements

- Friendly attitude
- Ability to follow directions and work independently
- Report early and in uniform for scheduled volunteer times
- Must participate in orientation and training sessions (including Child Protection Training) as required
- Satisfactory Police Records Check and Vulnerable Sector Check within the past 90 days
- Current Standard First Aid and CPR-C an asset

## Time Commitment

- 2 hours per week for a minimum of 3 months
- Shift times are flexible

## Location

Health, Fitness and Aquatics Facility  
700 10th Street East  
Owen Sound, ON N4K 0C6

## Benefits

- Be a part of the YMCA team and promote the YMCA of Owen Sound Grey Bruce's mission, vision, and core values
- Learn about services at the YMCA and meet new people
- Receive training to further enhance your professional development as it relates to this volunteer position
- Opportunities for personal and professional development

## Please direct questions related to this opportunity to:

Barbara Dolan, Supervisor; Member Services at T.519-376-0484 ext 221 | E. [barbara.dolan@osgb.ymca.ca](mailto:barbara.dolan@osgb.ymca.ca)

## Apply for this Opportunity

Complete a volunteer application, available on our website, and submit along with a resume to:

Alison Moran, Supervisor; Member Services (Volunteer Coordinator)

700 10th Street East, Owen Sound N4K 0C6

T: 519-376-0484 ext. 221 | E: [alison.moran@osgb.ymca.ca](mailto:alison.moran@osgb.ymca.ca)

The YMCA of Owen Sound Grey Bruce values 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 engagement process, please inform us in advance to arrange reasonable and appropriate accommodation.