

Employment Opportunity Registrar, Camp Yowochas

Organization Overview:

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women, families and gender-diverse individuals in the capital region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs and advocacy work that transforms lives and helps build a stronger, healthier, and equitable community for all. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, healing retreats and supporting people with disabilities.

About Camp Yowochas:

Camp Yowochas is owned and operated by YWCA Edmonton and has been offering camping programs since 1916. Located in Fallis on the shores of Lake Wabamun, we offer year-round outdoor education, recreation, and leadership development opportunities to schools and youth groups from all over Alberta. During July and August, we operate our summer camp programs including day camps, overnight camps, and leadership programs.

Job Summary:

The Registrar is a key member of the Camp Yowochas team, responsible for managing camp registrations, user group bookings, and general office administration. This position requires excellent organizational skills, attention to detail, and strong customer service abilities to ensure a positive experience for campers, families, and community partners. Responsibilities include maintaining accurate databases and booking systems, supporting the day-to-day operations of the camp office, and serving as a point of contact for inquiries.

Reports to: *Senior Manager, Camp Yowochas*

Employment Type:

This is a part-time, flexible position based at Camp Yowochas near Fallis, AB. The role requires two to three days per week in the office, with occasional evening or weekend work as needed.

Responsibilities:

- Provide excellent customer service by responding to phone calls, emails, and other inquiries in a timely and professional manner.
- Manage summer camp registrations, including data entry and oversight of the camper database.
- Coordinate user group bookings, including maintaining the booking calendar, database, and follow-up on tentative reservations and deposits.
- Support office operations: filing, mail distribution, ordering supplies within budget, and maintaining a professional and organized office environment.
- Track and organize lost and found items.
- Liaise with YWCA Edmonton staff as required.
- Serve as a member of the Camp Yowochas Senior Management Team, upholding staff code of conduct and personnel policies.
- Perform other duties as assigned.

Qualifications:

- Minimum 2 years of office administration experience; familiarity with booking systems is an asset.
- Preferred Office Administration diploma or equivalency.
- Proven experience and proficiency in Microsoft Suite and other relevant programs.
- Strong verbal and written communication skills.
- High attention to detail and accuracy.
- Strong interpersonal skills, with the ability to problem-solve and manage competing priorities.
- Ability to work both independently and collaboratively in a dynamic work environment.
- A current Intervention Record Check and Criminal Record Check, including a Vulnerable Sector search, are required.

Equal Opportunity Commitment:

For over a century, YWCA Edmonton has been dedicated to creating a community in which everyone has an equal opportunity to achieve their full potential. We know that creating an equitable world requires diversity of thought and equity for all. We stay true to our mission by welcoming the unique contributions that each individual can make, and our hiring practices welcome all candidates. YWCA Edmonton is committed to maintaining a workplace environment that demonstrates a culture built on the fundamental principles of inclusion, diversity, equity, accessibility, and safety.

Acknowledgment:

YWCA Edmonton acknowledges that we are on the traditional land of Treaty 6 Territory and the Metis Homeland of Region 4. The footsteps of diverse Indigenous peoples have marked this territory from time immemorial — First Nations, Metis, Inuit, and now settlers from around the world. We are all treaty members, with recognition and respect for Indigenous Peoples and the traditional territories on which we live, work, and play. We call upon our collective honored traditions and spirits to share responsibility for stewardship of this beautiful land and our community.

Compensation:

We offer a competitive compensation package for the job that includes a salary commensurate with experience and education, full benefits package with RRSP employer matching contributions, and paid time off and holidays. We value our employees and aim to provide a work environment that promotes growth, development, and well-being.

How to Apply:

Please submit your cover letter and resume to careers@ywcaedm.org.

Only qualified applicants will be contacted for a prescreening interview. Please do not call with inquiries. This posting will remain open until a suitable candidate is found.

