



YMCA-YWCA  
We build strong kids,  
strong families, strong communities.

**Membership Sales and Service Staff  
Ches Penney Family Y  
Part Time Positions  
Starting pay: \$10.00 - \$14.50/hour**

**Job Competition #: 2011-06**

The YMCA–YWCA of Northeast Avalon is a multi-service charity serving our communities for over 150 years. Programs are offered at 30 locations throughout the Northeast Avalon. Our new facility, the Ches Penney Family Y, located in St. John's, is a 65,000 sq. ft. building, surrounded by trails and forest with a commanding view of the city and the Atlantic Ocean and utilizes geo-thermal energy for heating and cooling. Features include: an aquatics centre, 5 change rooms, gymnasium, indoor track, courts, strength and conditioning centre, fitness studio, administrative offices, multi-purpose space, a 60 space licensed child care centre and a youth employment and enterprise centre.

We are seeking a candidate with the following skills and qualifications:

- Minimum of high school diploma, or currently completing
- Office Administration diploma or equivalent considered an asset
- Previous customer service and sales experience
- Excellent organizational and inter-personal skills
- Excellent telephone manner
- Ability to communicate effectively with a diverse group of people
- Knowledge of Microsoft Office and able to learn customized software
- Standard First Aid and CPR (C)
- Acceptable Certificate of Conduct

What we offer:

- A competitive total compensation package
- A work environment which encompasses our core values of caring, honesty, respect, responsibility, inclusiveness and health
- Employer matched pension plan
- Family membership to Y Health, Fitness and Recreation facilities
- Discounts to Y programs and free YMCA Canada Fitness Leadership Certification
- Free uniforms

Please send cover letter and resume detailing qualifications to:  
Michelle Hatch, Interim Human Resources Coordinator  
YMCA – YWCA of Northeast Avalon  
Ches Penney Family Y  
35 Ridge Road, P.O. Box 21291  
St. John's, NL A1A 5G6  
Email: [hr@ynortheastavalon.com](mailto:hr@ynortheastavalon.com)

We thank all applicants for their interest, however only those selected for an interview will be contacted.

**YMCA-YWCA of Northeast Avalon**

Association Services - Ches Penney Family Y, 35 Ridge Road, P.O. Box 21291, St. John's, NL A1A 5G6  
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