

Registration Administrator

Hourly Rate: \$21.00

Location: Hybrid - Remote/410 Bronte Street South, Milton

Hours: 35 hours/week

Reports To: Program Manager, Licensed Child Care

Number of Vacancies: 1

Position Type: 12-month Maternity Leave Contract starting June 2025

Why work for Milton Community Resource Centre?

MCRC goes beyond the traditional 'check in the box' approach to employee development by recognizing creativity, innovation and the work contributions of each employee that aligns with MCRC's strategic objectives. We have a wide variety of programs and services that allow our staff to explore various career opportunities within the organization. All employees are provided with a free membership to The Halton Resource Connection that allows them to access resources, materials and professional learning opportunities to enhance their programs and professional knowledge. We believe in the importance of providing wellness opportunities that support employee's mental, physical and emotional health.

We're looking for someone who:

- Has experience working in a clerical or administrative role.
- Is culturally sensitive and endeavors to remove all barriers which prevent acceptance and accessibility for children
- Has strong communication skills and an ability to build rapport and develop relationships using excellent interpersonal skills
- Has strong computer skills and experience using Microsoft Office and DocuSign

Every day, you will assist in the administration and enrollment of children in MCRC's Licensed Child Care programs by:

- Acting as the first point of contact for families inquiring about all Licensed Child Care Programs including centre based, school age, home child care and camps
- Providing excellent customer service to families ensuring detailed information regarding programs, services and registration procedures are provided.
- Communicating regularly with Supervisors, providing information from the database to support filling vacant spaces, identifying the next families on the wait list and coordinating DocuSign packages to complete the registration process.
- Providing support to Licensed Child Care Supervisors in annual re-registration and mass registration processes.
- Preparing and updating DocuSign registration templates as needed
- Assisting with the production and maintenance of attendance schedules for Licensed Child Care programs.
- Updating and maintaining the centralized wait list system ensuring accuracy is always maintained
- Supporting the Licensed Child Care department with marketing efforts and community outreach events
- Completing special projects and other duties as assigned

Prior to employment the successful candidate will have:

- A Degree/Diploma in Administration or another related field is an asset

- Criminal Record Check with Vulnerable Sector Screen dated within 6 months

MCRC is committed to diversity and accessibility. To this end, MCRC endeavors to reflect the cultures, languages, and abilities of the families we serve, in our programs, services and employment practices. Please identify if you require any accommodation during the recruitment process in your application email.

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