

EXTERNAL POSTING

PROGRAM COORDINATOR, AQUATICS, FULL-TIME

POSTING NO: 2024-26

POSTING DATE: October 4, 2024

POSTING EXPIRY DATE: October 25, 2024 at 4:00 p.m.

Strathcona Regional District has an **additional** opening for a Program Coordinator, Aquatics. Under the direction of the Manager, Aquatics and Fitness, the Program Coordinator, Aquatics develops, plans, implements and evaluates aquatic programs and leads aquatic staff in the effective operation of the Strathcona Gardens Recreation Complex's aquatic services.

For more information including required education, experience, and certifications please refer to the attached job description

The hourly rate of pay is \$30.87. The successful candidate will be required to complete a criminal record check with a vulnerable sector search and become a member of the United Steelworkers, Local 1-1937.

HOW TO APPLY

Please forward your cover letter, resume and copies of your certificates to hr@srd.ca quoting " Posting 2024-26 Program Coordinator, Aquatics, Full-Time" in the subject line of your application.

Strathcona
REGIONAL DISTRICT



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Program Coordinator, Aquatics

JOB SUMMARY

Under the direction of the Manager, Aquatics and Fitness, the Program Coordinator, Aquatics develops, plans, implements and evaluates aquatic programs and leads aquatic staff in the effective operation of the Strathcona Gardens Recreation Complex's aquatic services.

JOB DUTIES

- Promotes a safe, friendly and enjoyable recreational atmosphere.
- Resolves problems with staff or patrons and refers to management when appropriate.
- Develops, plans, implements and evaluates aquatic programs, events and schedules.
- Coordinates with Booking Coordinator regarding aquatic rentals, books special programs and events, and assists with the duties of the day-to-day operations of the facilities booking system when required.
- Prepares and maintains reports, records, and correspondence.
- Assigns work, coaches, mentors, motivates and evaluates aquatics staff.
- Prepares staff schedules in accordance with the terms of the collective agreement.
- Reviews and verifies aquatic staff timesheets for accuracy and completeness, follows up with employees when timesheets require corrections, and forwards to manager for approvals within required timelines.
- Develops and delivers in-service staff training.
- Inputs program content in recreation software and coordinates with Marketing Specialist to deliver promotional materials and completes other marketing initiatives as required.
- Manage inventories and purchases equipment and supplies for aquatic programs and events.
- Ensures compliance with regulatory authorities regarding staffing levels and certification, pool water quality, cleanliness and pool equipment.
- Ensures a high level of customer service is provided.
- Acts as a liaison with other department coordinators, Strathcona Regional District committees, pool user groups and community team members on joint program initiatives.
- Act as a point person for facility supervision and on-site facility leadership ("guest services" for internal programming, facility bookings, and general facility services).
- Seeks out, recommends and supports grant research applications and follow up reports.
- Establishes and builds strong community partnerships to enhance creative programming initiatives and recreation services.
- Assists and supports stakeholder engagement and participates in regular meetings (i.e. pool allocation, communication with aquatic user groups and community sponsors).
- Conducts safety checks, administers first aid as required and ensures all incidents are documented.
- Performs lifeguard/instructor duties as required and other related duties as assigned.

REQUIRED EDUCATION

- Completion of grade 12
- Diploma in recreation or a related field OR equivalent combination of related courses including a minimum of three (3) instructor trainer level courses

REQUIRED EXPERIENCE

- Background in aquatics
- Previous experience working with children in a leadership capacity

- Minimum three to five (3-5) years of related experience developing and organizing programs and events
- Minimum two years of related experience with advanced sport leadership/instruction (e.g. instructor trainer experience)
- Minimum two years of supervisory experience.

REQUIRED LICENCES AND CERTIFICATES (Need not be current upon hire, must be maintained throughout employment)

- National Lifeguard
- Swim for Life Instructor
- Lifesaving Instructor
- Pool Operator Level 1
- Supervisor Safety Training (Leadership in Safety Excellence, Lifesaving Society Aquatic Safety Management or industry recognized equivalent)

PREFERRED LICENCES AND CERTIFICATES

- BCRPA Aquatic Fitness Certificate or equivalent
- BCRPA Trainer of Fitness Leaders (or industry recognized equivalent)
- National Lifeguard Instructor
- First Aid Instructor
- Lifesaving Society Trainer or Mentor (Swim for Life/First Aid/ Lifesaving/NLI)
- Pool Operator Level 2II
- WHMIS
- Class 4 Drivers License

KNOWLEDGE, SKILLS AND ABILITIES

- Programming and organization skills to plan, prepare, implement and evaluate programs and special events.
- Ability to establish effective working relationships with internal and external contacts.
- Ability to demonstrate stress management skills and ability to stay focused under pressure ensuring tasks are completed accurately and on time.
- Ability to work independently under general direction, including using judgment to manage and prioritize day-to-day priorities, and to meet deadlines.
- Ability to Perform duties within limits of policies and procedures and enforce policy and procedures with respect and professionalism.
- Ability to clearly communicate information verbally and in writing to staff and patrons.
- Ability to multi-task and handle multiple projects with varying priorities at one time.
- Ability to maintain water quality and pool equipment.
- A proven advanced level working knowledge of computer applications including Microsoft Office and recreation software.
- Ability to lead and mentor staff and promote a positive work environment that enhances morale and promotes excellence.
- Ability to effectively supervise staff and to handle and resolve staff and patron complaints.
- Must be familiar with emergency procedures.
- Basic knowledge of inventory control.

OTHER

- Able to work a variety of hours and shifts, including but not limited to evenings, weekends, and holidays
- May be required to substitute in the short-term absence of a co-worker or supervisor

Safety is Everyone's Responsibility - All facility staff, including the Program Coordinator, Aquatics, are responsible for recognizing and immediately dealing with urgent safety and health issues when and where they arise. All facility staff are responsible for recognizing and reporting non-urgent safety issues to their manager or another appropriate manager in a timely manner.