



## Job Title: Aquatic Coordinator - SEAPARC Aquatics

Req ID: 1396

**Business Unit:** Parks Recreation and Environmental Services

**Division:** SEAPARC

**Regular/ Auxiliary:** Auxiliary

**Term Length:** Up to 18 months

**Pay Grade:** CAN/05/02/J15

**Rate of Pay:** \$40.36 - \$45.76 per hour plus 14% in lieu of benefits

**Hours of Work:** 70 hours bi-weekly

**Posting Date:** May 9, 2025

**Closing Date:** May 23, 2025

### Summary

The incumbent will be responsible for developing, promoting, implementing, administering, scheduling and evaluating aquatic programs. The Aquatic Coordinator will supervise a diverse team engaged in lifeguarding and instructional work, including budgeting and overseeing revenue and expenses.

### Key Duties & Responsibilities

- Oversees the development and implementation of a diverse range of aquatic programs, ensuring a full range of programs and services are available to the public of all ages and at a variety of skill levels.
- Supervises aquatic staff including recruiting and training, performance reviews, as well as provides leadership training opportunities to staff.
- Coordinates contractors and private service providers.
- Coordinates and monitors seasonal schedules and payroll.

- Coordinates and oversees staff in-service training and ensures appropriate training systems are in place.
- Oversees implementation of pool safety plans and maintain records as required.
- Assists with the preparation of the annual program budget, and advises of equipment replacement needs.
- Assists with the development of the aquatic program budget including monitoring revenue and expenditures.
- Makes budget projections and recommendations to the Manager.
- Maintains complete records of aquatic activities.
- Evaluates the effectiveness of the various programs through frequent inspections and meetings with staff and volunteers.
- Monitors the revenue and expenditures in the aquatic section of the budget.
- Drafts policies and procedures relating to the swimming pool facility.
- Oversees the scheduled use of the swimming pool facilities.
- Markets and promotes aquatic programs and services in conjunction with the Manager, Program Services and the program team.
- Provides reports as required.
- Participates on inter-municipal committees and assists with the development and implementation of joint initiatives.
- Liaises with internal and external stakeholders.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

### Qualifications

- Degree in a related discipline
- A minimum of 2 years' directly related experience
- Experience providing leadership and direction

- An equivalent combination of education and experience

### **Key Skills & Abilities**

- Excellent communication (verbal and written) skills
- Knowledge and understanding of WorkSafeBC practices/protocols, Worker's Compensation Act and OHS Regulations and other relevant safety statutes.
- Strong ability to organize and prioritize workload, work under pressure with general supervision while meeting scheduled deadlines
- Ability to work independently and to establish and maintain harmonious working relationships
- Ability to work in a multi-disciplinary team
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and registration programs (such asXplor Recreation )
- Excellent organization, multi-tasking and problem solving skills
- Excellent customer service, interpersonal and public relations skills required.
- Excellent teamwork and leadership abilities are essential
- Ability to use sound judgment while creating a positive, enthusiastic and fun environment
- Must be able to work a variety of shifts to meet operational requirements
- Demonstrated success in program development, implementation and evaluation with attention to industry and community trends
- Demonstrated ability to foster a team environment
- Strong background in pool policies, procedures and regulations
- Demonstrated experience coordinating and implementing programs and services

### **Certifications**

- Acceptable criminal record check. The applicant/incumbent is required to undergo a criminal record check to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment.
- National Lifeguard Certificate

- Standard First Aid and CPR-C
- Lifesaving Society Swim Instructor
- Lifesaving Society Instructor
- Relevant Instructor Trainer Certificate

## APPLICATIONS

To apply for this exciting opportunity, visit [Aquatic Coordinator Job Details | Capital Regional District](#), please click "Apply now" to submit your resume and covering letter online.

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.