



Job Title: Recreation Program Assistant - SEAPARC Aquatics

Req ID: 1561

Business Unit: Parks Recreation and Environmental Services

Division: SEAPARC

Regular/ Auxiliary: Auxiliary

Term Length: up to one year (or return of incumbent)

Pay Grade: CAN/05/02/J07

Rate of Pay: \$32.49 per hour plus 14% in lieu of benefits

Hours of Work: 80 hours bi-weekly

Posting Date: September 23, 2025

Closing Date: Review of applications to begin October 1, 2025 - competition will remain open until filled

Summary

This position assists in the planning, delivery, promotion and evaluation of aquatic instructional and public programs. The Recreation Program Assistant works closely with staff in the delivery of efficient and effective aquatic programs and services.

Key Duties & Responsibilities

- Assists in the planning, organization and coordination of aquatic programs and special events.
- Assists with orienting, training, and providing guidance and routine direction of aquatic staff.
- Assists to ensure facility policies, procedures and regulations are implemented.
- Assists with the delivery and maintenance of volunteer programs.
- Maintains an inventory of swimming awards and purchases supplies as required.
- Ensures all test sheets and program evaluations are completed and that proper awards are available to participants.
- Maintains program equipment and supplies and ensures good repair, working order and sufficient inventories.
- Assists with the marketing and promotion of recreation programs.
- Is completely familiar with all emergency procedures of the facility and reacts to emergency situations according to procedures.
- Performs the duties of Lifeguard Instructor, Team Lead and Advanced Aquatic Instructor as required.
- Follows all policies, procedures and standards of the CRD
- Assists with shift coverage and timesheet preparation.
- Performs other related duties as required.

Additional Information

- None

Key Skills & Abilities

- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Ability to plan and coordinate activities and staff.
- Ability to work independently and provide guidance to auxiliary program staff
- Ability to develop harmonious relationships with the general public and fellow staff.
- Proficiency with word processing (MS Word), spreadsheets (MS Excel), Outlook and registration programs (CLASS).
- Knowledge and understanding of WorkSafeBC practices/protocols, Workers' Compensation Act and OHS Regulations and other relevant safety statutes.
- Knowledge of Lifesaving Society.

Qualifications

- Post-secondary courses in a related discipline
- A minimum of six months' directly related experience
- An equivalent combination of education and experience

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
- Aquatic Emergency Care or equivalent First Aid Certificate with CPR-C
- Lifesaving Society Instructor
- One or more advanced aquatic certifications
- Valid BC Driver's Licence
- Lifesaving Society Swim Instructor

APPLICATIONS

To apply for this exciting opportunity, visit [Recreation Program Assistant - SEAPARC Aquatics 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.