



## **Program Coordinator – Aquatics Westhills YMCA-YWCA (Langford, BC)**

**Vacancies:** 1

**Position:** Permanent Part-Time

**Placement:** January 2026

**Wage:** \$32.45 /hour increasing to \$33.65/hour after successful completion of probationary period

**Hours:** 20 - 34 hours per week

**Schedule:** Sunday - Wednesday (hours to be based on course offerings & operational needs; Shifts are subject to change; a flexible schedule is required, additional hours may be available).

### **Nature and Scope:**

The Program Coordinator – Aquatics will be responsible for the scheduling and facilitation of all Advanced Aquatics programming at the Westhills Y. They will assist in supervision of the aquatics staff as well as participate in lifeguarding and instruction of aquatic programming. The Program Coordinator - Aquatics will provide leadership to the aquatics staff to ensure progressive swimming instruction in the Y aquatic system.

Reporting to the Program Supervisor-Aquatics, the Program Coordinator – Aquatics will be responsible for the safe and effective operation of the day-to-day activities on the pool deck, the quality of aquatic programs and the maintenance and cleanliness of the aquatic facility through primarily direct delivery responsibilities. The successful candidate will be highly motivated, organized, resourceful and capable of maintaining a positive, caring, service-oriented environment. A willingness to work a flexible schedule is required.

Permanent part-time positions qualify for 3 weeks paid vacation (pro-rated based on hours worked), a YMCA-YWCA individual membership, paid sick days (as per policy – pro-rated based on hours worked); as well as a cost-shared group benefits plan after the probationary period which includes:

- Healthcare, Drug Plan, Dental, Vision, EAP Plan
- Extended Health Care
- Life Insurance, AD&D and Long-Term Disability
- Eligibility for the YMCA Canada Pension Plan (eligible after two years of continuous service, if required hours are met)

### **Responsibilities:**

- Leadership of Advanced Aquatics programming through direct delivery of Lifesaving, Lifeguarding and Instructing courses.
- On deck lifeguarding ensuring the safety of pool users by constantly scanning lifeguard zones
- Facilitate progressive swimming lessons to all ages and abilities in keeping with the Y's values-based swimming program.
- Assist with the recruitment, training, coaching, and recognition of volunteers and staff.
- Contribute as a member of the leadership team in the operation of the Branch
- Serve as the Building Supervisor/Duty Manager as required

- Provide leadership to the Annual Campaign as requested
- Adhere to YMCA Child Protection Policies and Procedures

#### **Skills & Experience**

- Post-secondary education in a related field
- At least 2 years of experience in aquatics leadership, instruction, and lifeguarding
- Strong communication, relationship-building, and customer service skills
- Confidence working with diverse groups and building positive teams
- Strong organizational and administrative skills
- Experience with Microsoft Office and/or recreation management software

#### **Current Certifications**

- National Lifeguard Pool or Waterpark
- YMCA Swim Instructor or LS Swim Instructor
- Standard First Aid & CPR-C
- LS Lifesaving Instructor
- LS Airway Management and Oxygen Administration
- One of the following: LS National Lifeguard Instructor or LS First Aid Instructor or LS Lifesaving Trainer
- Clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required (prior to start date; NOT required at application stage)

#### **Preferred certifications or willingness to obtain**

- LS National Lifeguard Instructor, LS First Aid Instructor, LS Lifesaving Trainer
- YMCA Champion – Aquatics; training provided
- S.E.E. and A.S.T.; training provided
- YMCA or BCRPA Aquatic Fitness

#### **Competencies:**

- |  |                                   |
|--|-----------------------------------|
| • Commitment to Organization Vision and Values | • Service Attitude/Customer Focus |
| • Commitment to Health and Safety              | • Relationship Building           |
| • Conflict Resolution                          | • Communication                   |
| • Coaching and Development                     | • Teamwork                        |

**To Apply:** Please send a cover letter and resume to:

Human Resources  
YMCA-YWCA of Vancouver Island  
Email: [jobs@vancouverislandy.ca](mailto:jobs@vancouverislandy.ca)

#### **Please Note:**

1. *Application Deadline: **December 18, 2025 @12noon***
2. *Please indicate in your cover letter how you heard about this position.*
3. *Application will be short-listed for interviews as they are received*
4. *We thank all applicants, but only short-listed candidates will be contacted.*

***The YMCA-YWCA of Vancouver Island is an equal opportunity employer.***