

COORDINATING GUARD

(Full Time, Temporary)

The Municipality of North Cowichan (population 31,900) is located in the beautiful Cowichan Valley on Southern Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay and the South End are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits.

We are inviting applications from candidates with the proven skills, qualifications and abilities for the position of Coordinating Guard on a **full-time, temporary basis for approximately 12 months, or until the return of the incumbent**. If you are self-motivated, looking to take on a new challenge where you can make a difference, enjoy both responsibility and accountability with one of British Columbia's most inclusive and environmentally conscious municipalities, we look forward to receiving your application!

The Coordinating Guard will perform and be responsible for the leadership, guidance, direction and coordination of on-deck aquatic personnel. Areas of responsibility will include a broad range of duties related to the ongoing daily and long-term planning, management, and control of all on-deck operational aspects of the Cowichan Aquatic Centre. The work involves the provision, implementation, and direct instruction/leadership of a variety of aquatic programs, activities, and special events. Duties will be related to the development, evaluation, and enhancement of aquatic education, sports, and all programs, services and events. Deployment to other duties may be required from time to time.

Core responsibilities include:

- Assist with the with administration, promotion, program maintenance, direct program delivery, and program leadership, as well as encourage community participation in activities, programs and events.
- Assist in the orienting, training, assigning and supervising of casual staff and volunteers.
- Establish and maintain positive relations with user groups and the general public.
- Prepare, maintain and update correspondence, records, reports, and statistics.
- Maintain equipment inventories and supply requisitions for particular programs and/or functions.
- Assist with the operation, safety, and security of programs, activities, and events on assigned shifts.
- Enforce rules and regulations when necessary.
- Perform any other duties or tasks as required.

Required Skills, Qualifications and Abilities:

1. Completion of Grade 12.
2. Minimum of two (2) years of experience in an aquatic leadership capacity.
3. Possession of the following certifications: 1) National Lifeguard – Pool, 2) Standard First Aid CPR C with AED, 3) PoolSafe, 4) Pool Operators Level II, 5) Swim Instructor, and 6) Lifesaving Instructor. National Lifeguard Water Park Certification is not required, but may be considered an asset depending on operational needs.
4. Plus any one (1) of the following certifications: 1) National Lifeguard-Instructor, 2) First Aid and CPR Instructor, 3) Lifesaving Trainer, or 4) BCRPA Aquatic Fitness.
5. Possession and maintenance of a valid Class 5 B.C. Driver's Licence; a satisfactory current driver's abstract will be required.



6. Knowledge of the social, cultural, and recreational needs and interests of the area served, and of the principles, practices, and objectives, of aquatic operations related to this area.
7. Knowledge of the philosophy and objectives of a public aquatic centre's programs, activities, and special events.
8. Knowledge of the operation of a variety of equipment used in activities, programs, events and training sessions.
9. Knowledge and use of computer software i.e. Windows Office Programs (e.g., registration, facility booking, point of sale etc.).
10. Ability to establish and maintain working relationships with other staff, instructors, general public, user groups, volunteers and program participants.
11. Ability to maintain, prepare, and update records, reports and other materials related to operations.
12. Ability to assist in planning, developing, promoting, coordination, and evaluating aquatic activities, programs, services and events.
13. Ability to provide leadership and/or instruction for aquatic programs and activities.
14. Ability to communicate well verbally, non-verbally and in writing.
15. Ability to work with minimal or no supervision.
16. The position may be physically demanding; candidate must be able to successfully perform all duties associated with the position. A medical certificate attesting to suitability for this position may be required.

Preference will be given to applications with BCRPA High-Five Quest 100 – Essential Child Development and Fundamental Movement Skills certifications.

This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. This position has responsibility for vulnerable persons and will therefore be required to undergo a Vulnerable Sector screening check, in addition to a Police Information Check, if an offer of employment is made.

To Apply:

Visit the Municipality of North Cowichan Career Portal at www.northcowichan.ca/jobs to apply for this position.

Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

Application Deadline:

Until Filled

