



Posted Internal: April 15, 2026  
Posted External: April 22, 2026

## ARMSTRONG SPALLUMCHEEN POOL AQUATIC AND RECREATION PROGRAM COORDINATOR JOB POSTING

<u>POSITION TYPE</u>	<u>POSITION HOURS</u>	<u>HOURLY RATE</u>
Regular Full Time Unionized Position	35 hours/week	\$25.17-\$31.72 (2025 Rate) <i>Plus a comprehensive benefits package</i>

The Armstrong Spallumcheen Parks and Recreation Commission have an exciting opportunity for employment on our parks and recreation team as Aquatic and Recreation Program Coordinator (formerly Community Programmer / Sales Coordinator). This is a regular full-time Office Employee position included in in the Canadian Union of Public Employees (CUPE) Local 2709 bargaining unit that includes a comprehensive municipal benefits package.

### 1. SCOPE:

Reporting to the Armstrong Spallumcheen Parks and Recreation General Manager, the Coordinator is responsible for the planning, coordination, delivery, and evaluation of aquatic and recreation programs. This position assists with seasonal aquatic operations, fitness room, staff/contractor scheduling, program development, safety standards, and customer service while ensuring compliance with all applicable regulations and best practices. In addition, this position provides backup support to Recreation Clerk(s) by assisting with program registrations, admissions, and front-counter services during peak periods, staff absences, or operational needs.

### 2. RESPONSIBILITIES:

#### a. **Aquatic Operations**

- Serve as the main contact for pool rental and program inquiries from the public, community groups, and internal departments
- Maintain accurate facility schedules using booking software and calendars
- Process booking requests, permits, contracts, and cancellations
- Assist with day-to-day (seasonal) operations of aquatic facilities, including pool, water features, and aquatic programs
- Ensure compliance with health, safety, and risk management standards
- Maintain accurate records related to pool operations, incident reports, and certifications
- Collaborate with the Operations staff on pool chemistry and maintenance, ensuring water quality standards, equipment functionality, and a safe environment

#### b. **Program Planning & Delivery**

- Plan, implement, and evaluate aquatic and recreation programs for all ages and abilities
- Schedule programs such as swimming lessons, school programs, aquatic fitness, public swim, sport, fitness, general interest and special events

- Monitor program participation, evaluate effectiveness, and recommend improvements
- Ensure programs align with community needs and organizational goals
- c. Staff Supervision & Training**
  - Assists with recruitment and training of aquatic/program staff and contractors, ensuring proper onboarding, skills development, and compliance with organizational policies and program standards
  - Schedules aquatic/program staff and contractors
  - Ensure all aquatic/program staff and contractor certifications are current and meet regulatory requirements
  - Foster a positive, inclusive, and professional work environment
- d. Customer Service & Communication**
  - Provide clear information on availability, schedules rates, policies, and procedures
  - Professionally respond to inquiries by phone, email, and in person
  - Educates users on program delivery, facility expectations, health and safety and rules
  - Process payments and issue receipts in accordance with cash-handling procedures
  - Assist customers with registration systems and account inquiries
  - Promote programs and services through effective communication and community engagement
  - Work collaboratively with internal departments, user groups, and external partners
- e. Administrative & Financial Duties**
  - Prepare rental agreements, permits, and invoices
  - Collect payments, track revenue, and assist with basic financial reconciliation
  - Provides support for program registration, drop-ins, rentals and admissions
  - Assist with budget preparation, monitoring, and expense tracking for programs and operations
  - Prepare reports, statistics, trend analysis and program evaluations as required
  - Maintain inventory, equipment, and supplies, ensuring adequate stock, proper storage, timely replacement, and safe operation of all program and aquatic resources
- f. Policy Compliance & Coordination**
  - Support policy development and ensure adherence to departmental procedures
  - Ensure all programs and bookings comply with facility policies, safety regulations, and insurance requirements
  - Communicate special setup requirements and event details to relevant staff
- g. Health, Safety & Risk Management**
  - Enforce safety rules and emergency procedures
  - Participate in safety audits and risk assessments
  - Liaise with the operations department to ensure compliance with local, provincial and national regulations
- h. Recreation Programming**
  - Coordinate operational program areas including aquatics, preschool, child, youth and adult
  - Coordinate fitness room admissions / memberships
  - Collaborate with Operation staff regarding fitness room maintenance including equipment checks, repairs, cleaning schedules and liaising with operations staff or external services providers
  - Participate in keeping all areas of the facility neat, tidy and safe

- Create advertising content such as recreation guides, social media posts, posters, newsletters, website updates and ad campaigns

### **3. QUALIFICATIONS AND EDUCATION:**

#### **Required:**

- Grade 12 or equivalent
- One (1) to three (3) years of related experience coordinating aquatic, fitness and/or recreation programs
- Experience using registration, scheduling or facility booking software is an asset
- Excellence organization, communication and leadership skills
- Ability to work flexible hours including evenings and weekends
- Basic First Aid and CPR certification

#### **Preferred:**

- Completion of a post-secondary program in recreation, kinesiology, physical education, or a related field (or equivalent experience)
- Current Lifesaving Certifications (e.g.: National Lifeguard, Swim Instructor, Lifesaving Instructor or equivalent)
- Pool Operator Certificate
- Strong knowledge of aquatic safety standards and regulations

### **4. KNOWLEDGE, ABILITIES AND SKILLS:**

- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- High level of customer service and professionalism
- Ability to manage multiple requests and prioritize effectively
- Proficiency in Microsoft Office and database systems
- Ability to work independently and as part of a team

This full-time position is included in the Armstrong Spallumcheen Parks and Recreation Commission Canadian Union of Public Employees, Local 2709 bargaining unit. If you are interested in this position and becoming part of the Armstrong Spallumcheen Parks and Recreation Commission team please submit your application package (cover letter & resume), in confidence, via email to [cherylw@asprd.com](mailto:cherylw@asprd.com) by **Thursday, May 7, 2026 at 4:00 pm.**

Cheryl Wiebe  
General Manager

**Armstrong - Spallumcheen Parks & Recreation Commission**

*\*Only those applicants selected will be contacted.*