



EXTERNAL JOB POSTING

Dept.	Recreation Services	File No.:	2790-20-Recreation Services Coordinator
Position:	Recreation Services Coordinator – Aquatics Lead	Paygrade:	6
Posting Date:	Tuesday April 7th, 2026	Closing Date:	Thursday May 7th, 2026
Term:	Temporary Full Time (Until return of incumbent on maternity leave)	Post Type:	Existing Position
Hours:	Per Schedule 'B' – Works and Services		

1. Role

The Recreation Services Coordinator facilitates a healthy and vibrant community for residents and visitors through effective programming within municipal facilities, support for existing & new user groups, and dedication to recreation awareness and benefits.

2. Nature and Scope of Work

Reporting to the Manager of Recreation Services, the position co-ordinates and leads day to day operations, bookings, and programing at key municipal recreation facilities. The position includes supervising and scheduling staff (and volunteers), being accountable for operating within a budget, and tracking the visitation and successes of the department.

The position's efforts are focused on being the lead for facility bookings and programming and municipally operated facilities and assisting the Aquatics Lead in other duties.

3. Primary Responsibilities

Aquatics

- Direct supervision of all aquatic staff
- Lead on aquatics programming including Lifesaving Society Swimming Lessons, Private Lessons and other pool specific programming
- Lead on all pool training and safety manuals
- Pool staffing recruitment specialist
- Provide general support to the Programming

Recreation Services Ambassador

- Maintains excellent public and staff relations
- Primary public interface for departmental programs and policies

Research Coordination

- Collects and analyzes data for municipal programs and events
- Trains and supervises staff and volunteers to collect and enter data accurately
- Maintains accurate statistical databases and records for program reporting
- Compiles annual reports and recommendations for annual departmental objectives.

Recreation Programming

- Plans and implements recreation programs
- Coordinates program registration for instructed and specialty programs
- Oversee the sales and visitation tracking of clients
- Operates point of sale terminals and handles cash
- Provides reports and recommendations as required
- Orders cleaning, training, and program supplies and merchandise needed
- Provides evaluations and recommendations for programming operations
- Maintains up-to-date policies and procedures through ongoing revisions
- Performs routine facility maintenance and janitorial duties as required

Staff and Volunteers

- Assists in the recruitment process of departmental staff and volunteers
- Leads staff training and provides supervision support when necessary
- Monitors volunteer programs and programs ambassadorial duties
- Develop work schedules for casual staff
- Provides recommendations for staff duties and complements

Health and Safety

- Ensures safe work practices by all departments
- Develop training manuals to ensure best safety practices
- Plans and documents for staff and volunteer training
- Ensure program equipment and supplies are safe and in good condition
- Ensures mitigation of all potential safety hazards
- Provides leadership in emergency situations

4. Secondary Responsibilities

Advertising and Communications

- Leads provision and assists in the production of key information for departmental communication objectives across multiple channels and physical locations
- Promotes the department at applicable special events

Other Duties as Directed

- Assists in the development and key reporting requirements of grant and sponsorship applications for the department
- Implements and leads special projects or related tasks.

5. Minimal Qualifications

Education and Credentials

- Grade 12 Certification
- Lifesaving Society Instructor certification
- National Lifeguard certification
- Standard First Aid, Aquatic Emergency Care or equivalent
- CPR "C" accreditation
- WHMIS certification

Experience

- Two years as an Aquatic Worker or equivalent
- Recreation programs/events/hospitality management
- Supervising and managing staff or volunteers
- Writing grant applications, reporting and public translation of recreation desires
- Implementing database management for reporting purposes
- Recreation facility or program management / coordinator

Specific Skills

- Excellent Computer skills
- Ability keep records and prepare reports
- Conflict resolution with staff and patrons
- Excellent motivational people management
- Ability to schedule staff in an efficient manner
- Ability to instruct and or supervise recreation programs
- Ability to effectively deal with emergency situations
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6. Preferred Qualifications, Education, and Desirable Skills

- University or College level courses in recreation, physical education, public administration or a related field
- Lifesaving Instructor certification
- Lifesaving Society Instructor Trainer
- First Aid Instructor
- NL Instructor
- Experience or background in research
- Strong Excel skills
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7. Step Progression

Step	Term		Educational Requirements (maintaining currency)	Pay Rate
I	0-12 months in position	AND	Minimal requirements per s.5 BCPRA and professional association membership	\$37.59
II	13-36 months	AND	Successful updates of all required regulatory and safety accreditations; <i>Refrigeration Safety Awareness</i> and <i>Lifesaving Instructor</i> certifications	\$39.31
III	36-48 months in position	AND	Above plus <i>AquaFit Instructor certification</i>	\$40.43
IV	48 - 60 months in position	AND	Above plus <i>National Lifeguard Instructor, Lifesaving Society Instructor Trainer</i> and <i>First Aid Instructor</i> certifications	\$40.95
V	60+ months in position	AND	Above plus <i>Pool Operator, Lifesaving Instructor Trainer, and AquaFit Instructor Trainer</i> certifications	\$41.56

8. Remuneration

Wage, terms, and work schedule are as indicated in the Town of Golden and CUPE Local 2309 Collective Agreement and applicable Letters of Understanding.

Applications may be delivered by hand, or email and will be received until 2:00 pm noon (Mountain Time) Thursday, May 7th, 2026, to:

Jordan Petrovics, Director of Recreation Services
 Town Hall - 810 9th Avenue South,
 E-mail: Jordan.petrovics@golden.ca

Candidates with lesser qualifications may be considered. Only those applicants selected for an interview will be contacted.