



## **Program Coordinator – Aquatics**

**Westhills YMCA-YWCA (Langford, BC)**

**Vacancies:** 1

**Position:** Permanent Full-Time

**Placement:** July 2026

**Salary:** \$73,216/year to start, increasing to \$75,920/year (after successful completion of probationary period)

**Hours:** 40 hours per week; Tuesday to Saturday work week: flexibility is required

### **Nature and Scope:**

The Program Coordinator – Aquatics will be a dynamic leader who ensures that professional standards are demonstrated and applied in all related YMCA-YWCA programs and services. This position is responsible for recruitment, training and supervision of a large staff team as well as managing aquatic programming and associated schedules.

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 supervision of the aquatics staff team. 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.

This permanent full-time position is entitled to a YMCA-YWCA individual membership; 22 days paid vacation; and a cost-shared benefits package (after completion of the probationary period) which includes:

- Extended Health Care, Drug Plan, Dental, Vision, EFAP
- Long Term Disability, Life Insurance & AD&D
- Paid Sick Leave (per policy)
- YMCA Canada Pension Plan (eligible after one year)

### **Responsibilities:**

- Lead the process of recruitment, training, coaching, and recognition of aquatics volunteers and staff.
- Seasonal scheduling of all aquatics staff and programming
- Planning and implementation of in-service training
- Direct delivery of advanced aquatics programs and partnership (Belmont school program)
- Co-ordinate payroll functions, including time entry, verification, and submission
- On deck lifeguarding responsibilities as needed, as well as facilitation of progressive swimming lessons to all ages and abilities in keeping with the Y's values-based swimming program.
- 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

**Qualifications:**

- Minimum 2 years' relevant experience
- Lifeguard and swim lesson instruction experience
- Post-secondary education in a related field is preferred
- Excellent customer service skills
- Strong computer skills: a high level of proficiency in Microsoft Office and registration software is preferred
- Excellent oral and written communication skills
- Experience teaching aquatic fitness is an asset
- The following current certifications:
  - Standard First Aid and CPR C
  - LS National Lifeguard (NL) – pool option (Waterpark option is an asset)
  - LS Airway Management and Oxygen Administration (AMOA)
  - YMCA Swim Instructor award (or LS Swim for Life)
  - LS Lifesaving Instructor award
  - A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required (prior to start date – not required at the application stage)

**Additional Training/ Certifications:**

- YMCA or BCRPA Aquatic Fitness an asset
- National Lifeguard Instructor (or a willingness to obtain)
- YMCA Champion – Aquatics will be required (training provided)
- S.E.E. and A.S.T. will be required (training provided)

**Competencies:**

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

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*\*Please note that applications submitted by email are no longer accepted\**

1. *Application Deadline: Open until suitable candidates have been found.*
  - *Shortlisting will begin June 4, 2026*
2. *We thank all applicants, but only short-listed candidates will be contacted.*

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