



**DRAFT**

## AQUATIC COORDINATOR

### 1. ORGANIZATIONAL RELATIONSHIPS

**Reports to:** Manager of Recreation / Culture & Projects

**Supervises:** Aquatic Leaders, Lifeguard/Instructors, Lifeguards, and Junior Lifeguards

**Coordinates with:** Recreation Facilities Clerk, Recreation Programmer, Facilities Technician Coordinator

### 2. KEY RESPONSIBILITIES

The incumbent in this position is responsible for the coordination, development, and delivery of aquatic programs and services at the Lets'emot Regional Recreation and Aquatic Centre (LRRAC). This includes planning, scheduling, implementing, and evaluating a range of programs and services that meet community needs, while monitoring participation trends and recommending improvements.

The incumbent oversees day-to-day aquatic operations, ensuring a safe, welcoming, and inclusive environment. Responsibilities include maintaining compliance with applicable health and safety regulations, implementing aquatic safety plans and procedures, and coordinating with internal staff to support facility operations and scheduling.

Reporting to the Manager of Recreation / Culture & Projects (or designate), the incumbent will train, schedule, and supervise aquatic staff, while providing leadership, guidance, and performance feedback. The role also supports administrative functions, including maintaining records, tracking program activity, and assisting with budget monitoring.

The incumbent will demonstrate strong organizational and leadership skills, with the ability to work independently and collaboratively while supporting the ongoing development and delivery of aquatic services within the District.

## **General Duties**

- Coordinating, developing, scheduling, and evaluating aquatic programs and services (to ensure they meet community needs and industry standards) including; swim lessons, public swimming, aquatic fitness programs, and special events;
- Supervising and supporting aquatic staff to ensure effective service delivery;
- Overseeing daily aquatic operations, including monitoring pool usage, staffing levels, and program delivery, while ensuring a safe, clean, and welcoming environment for all patrons;
- Ensuring compliance with applicable legislation, regulations, and standards by:
  - Implementing and maintaining aquatic safety plans, emergency procedures, and risk management practices;
  - Monitoring staff certifications and ensuring training requirements are maintained;
  - Completing and reviewing incident/accident reports and following up as required;
  - Conducting and/or overseeing water chemistry testing and water quality control in accordance with public health standards;
  - Maintaining accurate pool log sheets and completing required operational checklists;
- Supporting administrative and financial functions by requisitioning approved equipment and supplies and monitoring inventory levels;
- Liaising with internal staff, contractors, community groups, and user groups to coordinate programs, rentals, and special events, and to support overall facility operations;
- Assisting in the promotion and marketing of aquatic programs and services, and responding to public inquiries, feedback, and concerns in a timely and professional manner;
- Utilizing personal protective equipment (PPE) as appropriate, and performing duties in accordance with established WorkSafeBC regulations, public health standards, and municipal policies;
- Responding to emergency situations as required;
- Performing other related duties as assigned by the Manager of Recreation / Culture & Projects (or designate).

## **Knowledge, Skills and Abilities**

- Thorough knowledge of aquatic operations, including program development, lifeguarding practices, instructional standards, and pool operations;
- Working knowledge of applicable legislation, regulations, and standards, including WorkSafeBC requirements, public health guidelines, and aquatic safety practices;
- Strong leadership and supervisory skills including training and scheduling of staff.
- Ability to plan, organize, and coordinate multiple programs, services, and priorities in a dynamic and fast-paced setting;
- Strong problem-solving and decision-making skills, with the ability to exercise sound judgment in routine and emergency situations;
- Excellent interpersonal and communication competences to effectively deal with staff, contractors, user groups, and the public;
- Demonstrated ability to provide a high level of customer service and to handle inquiries, concerns, and complaints in a professional manner;
- Ability to work independently with minimal supervision, while contributing positively within a team environment;
- Proficiency in computer applications such as Microsoft Office and recreation registration software;
- Ability to maintain a high standard of safety, cleanliness, and organization within an aquatic environment.

## **3. REQUIRED QUALIFICATIONS**

- Diploma or degree in Recreation, Physical Education, or a related field; or an equivalent combination of education and experience.
- Minimum of two (2) years of progressive experience in aquatics, including experience in program coordination, staff supervision, and facility operations.

#### **4. REQUIRED LICENCES AND CERTIFICATES**

- Valid Class 5 BC Driver's Licence;
- National Lifeguard Certificate (Pool Option);
- Standard First Aid and CPR-C (or equivalent);
- Lifesaving Society Swim Instructor;
- Lifesaving Society Instructor;
- Pool Operator (Level 1);
- Lifesaving Trainer, National Lifeguard Instructor, and/or First Aid Instructor would be considered assets;
- Obtain and maintain a clear RCMP Police Information Check (Vulnerable Sector).

#### **5. WORKING CONDITIONS**

As per Policies and Procedures, and the Collective Agreement of the District of Kent.

The employee may work up to eight (8) hours in a day and thirty-seven and one half (37½) hours per week. Hours will be variable, including evenings, weekends and holidays.