



Coordinator, Aquatics

An Eligibility List may be established from this job posting – The duration of the eligibility list will be 6 months. Future vacancies will be filled by going to the next highest ranked candidate until the eligibility list expires. The City wishes to thank all applicants for their interest but only those candidates selected to advance in the recruitment will be contacted. Note that only those candidates eligible to legally work in Canada will be considered.

Number of Hires Needed: 1

Status of Position: Permanent Full Time

Range: \$31.05 to \$ 36.53

Hours Per Week: 5 X 7 Hours

Guaranteed Minimum Hours: 35

Job Summary:

The incumbent provides professional and administrative support in developing, coordinating, delivering and evaluating aquatics programs, activities, services and special events.

Duties and Responsibilities:

1. Coordinate, research, plan, develop, schedule, deliver, implement, promote, organize and evaluate a variety of diversified aquatics programs, services and special events.
2. Promote the benefits of aquatics, special events, services and facilities utilizing various marketing strategies (website, publications, etc.).
3. Provide guidance, orientation, coordination and scheduling to aquatics program instructors, leaders, support workers, volunteers and staff as required
4. Liaise and collaborate with stakeholders including marketing initiatives, availability of space, equipment, materials, instructors, volunteers, support workers, etc.
5. Establish and maintain effective working relationships and partnerships with various stakeholders.
6. Perform administrative duties including conducting research, compiling statistics and preparing reports.
7. Respond to or refer public inquiries, distribute information and provide customer service activities.
8. Assess community needs for program development and administration.
9. Participate in "Service Leader" roster.
10. Follow, so far as is reasonably practicable, established safety procedures and standards.
11. Other related duties.

This description contains the elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties.

Working Conditions:

Majority of work is performed under public recreation setting environment with some exposure to noisy conditions and bodily fluids. Hours of work between 05:00 and 12:00 AM, Sunday to Saturday. Evening and weekend work is required.

Knowledge and Skills:

- Completion of Grade 12.
- 3 years progressive experience including 6 months at a supervisory level and 6 months on the job training.
- Lifesaving Instructor Trainer.
- Water Safety Instructor Trainer or I Can Swim Teacher Course Conductor.
- Standard First Aid and CPR to level C.
- Workplace Hazardous Materials Information Systems (WHMIS).
- RCMP Vulnerable Sector check.
- Good organizational skills, prioritizing and ability to multitask with minimal supervision.
- Good written and oral communication skills to develop communication materials.
- Ability to foster and maintain effective relationships with stakeholders.
- Class 5 Drivers' License.

Must be willing to obtain additional certifications as required including but not limited

to: National Lifeguard Recert Conductor; Pool Operators 1 & 2, etc.

An equivalent combination of education, training and experience may be considered.

Examples of Equipment to Operate:

Vehicle, first aid equipment and general equipment including computer skills to operate software programs related to ERP system, recreation bookings, spreadsheets, word processing, electronic mail, presentation software, etc.

Additional Application Instructions

The City of Whitehorse will only accept job applications through their online e-recruitment system. Job seekers are required to create an online profile and submit their application electronically through this system. Please visit www.whitehorse.ca/careers for more details and to set up an account.