

# EMPLOYMENT OPPORTUNITY

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## Programmer, Aquatics Sport and Wellness

MacEwan University inspires students with a powerful combination of academic excellence and personal learning experiences – ours is a connected culture that focuses on learner-centered teaching, and on providing opportunities for students to grow and achieve.

The university provides a transformative education in a creative, collaborative and supportive learning environment. 19,000 full and part-time students are enrolled in more than 65 programs: four-year undergraduate degrees, applied degrees, university transfer programs and one- and two-year diploma and certificates. Additional offerings include preparation for university and college, English as an Additional Language, professional and personal development courses and workshops, corporate training and the Alberta College Conservatory of Music.

### **Opportunity**

MacEwan University Sport and Wellness has an opportunity for a full-time continuing Aquatics Programmer (35 hours/week). We are looking for an individual who is passionate about providing students, staff, faculty and public with an enjoyable, educational and safe aquatic experience at our facility, while supporting high standards of program delivery. Reporting to the Supervisor, Aquatics, the successful candidate will be responsible for assisting with the planning, administration, and evaluation of all aquatic programs. They work directly with the Aquatics Supervisor in achieving the department's revenue goals. The programmer is also expected to participate in the Aquatics staff schedule as a lifeguard and instructor as needed for prescheduled shifts.

Major responsibilities include developing appropriate aquatic schedules for each session ensuring they meet the needs of all clients. This includes but not limited to:

- Developing, scheduling and inputting programs into IntelliManager;
- Monitoring class registration and keeping accurate usage statistics;
- Ensuring all classes are taught by qualified staff; assisting with the hiring of instructors as needed;
- Providing administrative support to aid in the delivery of the programs, including payroll;
- Evaluation of all instructors and programs, incorporating recommendations for future program offerings;
- Collaborating with Fitness, Recreation, Athletics and others in the administration of aquatic programs;
- Assisting in providing leadership to the aquatic team;
- Lifeguarding and instructing aquatic programs as needed.

### **Skills**

The incumbent will have the ability to work with a diverse range of clients and colleagues; be self-motivated and able to work independently; be flexible and able to adjust their daily tasks to accommodate shifting priorities; and, possess excellent interpersonal, communication, problem-solving and leadership skills.

### **Qualifications**

The successful candidate will:

- be a minimum of 18 years of age;
- have a minimum of two years' experience as a Lifesaving Society National Lifeguard and Swim and Lifesaving Instructor;
- possess prior programming experience;
- have previous experience as a head lifeguard and/or pool operator an asset;
- have prior experience working with CLASS and/or IntelliManager an asset;
- hold a post-secondary diploma in recreation or related field (degree an asset). Equivalencies will be considered.

The following certifications are required:

- Current Lifesaving Society National Lifeguard – Pool;
- Current Standard First Aid with CPR-C and AED or Aquatic Emergency Care;
- Current Lifesaving Society Lifesaving Instructor and Swim Instructor,
- Pool Operator certification an asset;
- AFLCA Aquatic Exercise or WaterArt (or equivalent) an asset;
- NCCP Swim Coach or Lifesaving Sport or Recreational Coach certifications an asset;
- National Lifeguard Instructor, First Aid Instructor, and Trainer status in Lifesaving Society awards an asset.

### **Position Requirements**

This position will require you to have the flexibility to work daytime, evening and weekend shifts. You will also be required to stand for extended periods; carry and lift; and remain attentive in noisy, disruptive, hot and cold conditions.

### **Benefits**

When you become part of the MacEwan team, you will enjoy a competitive salary. Our total compensation package includes:

- Competitive base pay;
- Effective recognition and retention programs;
- Continuous learning culture;
- Opportunities for career growth.

### **How to Apply:**

Only applications received electronically will be considered. To apply, go to <http://www.macewan.ca/careers> and select the job posting.

Thank you for your interest in employment with MacEwan University. We will be reviewing all applications to select the candidates whose qualifications and experience most closely meet our needs. Only applicants selected for interviews will be contacted.

This position is included under the MacEwan Staff Association Collective Agreement. Please note; Article 22.1.1 (Grid Placement); initial salary placement for external candidates is limited to the first three steps of the salary grid.

MacEwan University hires based on merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Indigenous persons, persons with disabilities, persons of all sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Employment Category: Full-time Continuing

Salary Range: \$46,192 to \$67,176/yearly

Closing Date: October 2, 2018

Quote Competition No: 18.09.202

Personal Information Collection Notification (FOIP)

Applicant personal information is collected under s.33(c) of the Freedom of Information and Protection of Privacy Act, for the purpose of recruitment at MacEwan University. Questions concerning this collection should be directed to the: Information Management and Privacy Coordinator, MacEwan University, 10700 - 104 Avenue, Edmonton, AB T5J 4S2; tel.: 780.497.5423.