

Job Posting

Program Coordinator, Aquatics

YMCA of Eastern Ontario

Brockville region

Employment Category: Full-time, Term position (14-18 months) with possibility of extension

Hours: Flexible work schedule, including early mornings, weekends and evenings

Compensation: \$19.10 - \$21.22 hourly, plus travel allowance

Benefits and Perks: We offer an array of total rewards to recognize loyalty, longevity, and passion for the work we do, including:

- Free YMCA Health & Fitness Membership
- Professional development opportunities
- Employee and Family Assistance Program

Closing Date: Immediately

Our Mission:

The YMCA in Canada is dedicated to the growth of all persons in spirit, mind and body, and to their sense of responsibility to each other and to the global community.

Our Vision:

Our values are caring, honesty, respect, responsibility, and inclusiveness. These are central to our mission, guiding our behaviours, attitudes, and actions.

Nature & Scope:

Reporting to the Regional Supervisor, Aquatics, the Program Coordinator is responsible for the daily operation and management of the aquatics programs and facilities, including off-site municipal locations. The Program Coordinator will supervise, train and schedule staff as well as ensure compliance with safety standards.

Responsibilities:

- Ensure ongoing success of aquatics programs through effective program delivery and quality assurance
- Provide support and direct supervision to program staff, including lifeguards/instructors and other coordinators to enhance community engagement and accessibility

- Maintain positive relationships with other organizations and providers, most importantly with municipal partners
- Recruit, hire, train and direct staff and volunteers as needed. Ensure records of staff certifications are current and complete
- Assist in direct program delivery where assigned or required
- Plan and coordinate in-service trainings and staff meetings
- Create schedules for lifeguard shifts and assist with scheduling of aquatic programming
- Ability to travel between locations and facilities
- Completion of assigned administrative tasks in a timely manner
- Other duties or tasks based on growing or changing trends in community needs for programs and services

Qualifications:

- Completion of post-secondary education in Recreation or a related discipline and 2-3 years of experience in aquatics. Equivalent combinations of education and experience will be considered.
- Criminal Reference Check (CPIIC) including Vulnerable Sector Check completed not more than 120 days prior to interview, with results acceptable to the YMCA of Eastern Ontario.
- Must have use of a vehicle.
- Current National Lifeguard certification.
- Current Standard First aid with CPR-C through an approved agency.
- Current Swim Instructor certification through YMCA, Canadian Red Cross, or Lifesaving Society.
- Current Lifesaving Instructors certification an asset.
- Lifesaving Examiners, National Lifeguard Instructor, Standard First Aid Instructors considered assets but not required.

Competencies:

- Safety
- Stress of multiple demands
- Leadership/Supervision
- Interpersonal Skills

Please apply, in writing, with a résumé and cover letter to careers@eo.ymca.ca.

YMCA of Eastern Ontario
345 Park Street



Brockville YMCA: 613-342-7961

Kingston YMCA: 613-546-2647

eo.ymca.ca

Kingston, ON K6V 5Y7

We appreciate your interest in a career opportunity with the YMCA of Eastern Ontario. Please note that only those selected for an interview will be contacted. Candidates invited for an interview will be required to submit three professional references.

The YMCA of Eastern Ontario is committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Eastern Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.

This position has been posted internally and externally.