



**Program Coordinator – Aquatics (temporary)**  
**Downtown Victoria YMCA-YWCA**

**Vacancies:** 1

**Position:** Temporary (providing leave coverage, end date unknown)

**Placement:** Immediate

**Wage:** Commensurate with experience

**Hours:** 35 hours per week; Sunday through Thursday work week, with the ability to work some statutory holidays and cover opening/closing shifts.

**Nature and Scope:**

The Program Coordinator - Aquatics will supervise and provide overall leadership the Downtown Y aquatic staff team, programming, and safety. The Program Coordinator - Aquatics will participate in lifeguarding and instruction of aquatic swim classes and fitness programs, ensuring progressive swimming instruction in the Y aquatic system. 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. 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 casual position is entitled to an individual YMCA-YWCA membership.

**Responsibilities:**

- Implement and practice effective health, safety, security and risk management legislation, policies and procedures including BC Guidelines for Safe Swimming Pool Operation
- Organize an efficient swim program in accordance with all polices, practices and regulations
- Assist the Program Supervisor with the training, coaching, and recognition of volunteers and staff
- Monitor commitment to service excellence by role modelling and maintaining YMCA SAM 2.1 standards.
- Monitor and manage the relevant area budget
- Direct delivery of programs and classes as appropriate
- Contribute as a member of the leadership team in the operation of the Centre
- Serve as the Building Supervisor/Duty Manager as required
- Provide leadership to the Strong Kids Campaign as requested
- Adhere to YMCA Child Protection Policies and Procedures

**Qualifications:**

- Minimum 2 years' relevant supervisory experience
- Experience lifeguarding and teaching swim lessons
- Experience teaching aquatic fitness is an asset
- Must have both a strong collaborative work ethic and the capability to work independently

- Demonstrated ability to manage the performance of staff and volunteers
- 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 a registration software is preferred
- Excellent oral and written communication skills
- Current certification of the following certifications required:
  - Standard First Aid and CPR C
  - National Lifeguard certification – pool or waterpark option
  - YMCA Swim Instructor award (or Red Cross Water Safety Instructor)
  - LS Lifesaving Instructor award
  - LS S.E.E. Auditor course
  - YMCA or BCRPA Aquatic Fitness an asset and will be required
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required

**Competencies:**

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

**To Apply:** Please send a cover letter and resume to:

Human Resources  
 YMCA-YWCA of Vancouver Island  
 Email: [hr@vancouverislandy.ca](mailto:hr@vancouverislandy.ca)

***Please Note:***

- 1. Application Deadline: This posting will close when a suitable candidate has been found.***
- 2. Please indicate in your cover letter how you heard about this position.***
- 3. Internal applicants are expected to inform their supervisor prior to application.***
- 4. We thank all applicants, but only short-listed candidates will be contacted.***

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