



Program Coordinator – Aquatics Westhills YMCA-YWCA (Langford, BC)

Vacancies: 2

Position: Permanent Full-Time

Placement: August 2025

Salary: \$67,500 - \$71,000 annually

Hours: 40 hours per week; 1 position Sunday to Thursday work week, 1 position Tuesday to Saturday, flexibility is required (*Qualified applicants seeking 35 hours per week will be considered, salary to be prorated*)

Nature and Scope:

The Program Coordinator – Aquatics will be a dynamic leader who ensures that professional standards are demonstrated and applied in all related YMCA-YWCA programs and services. This position is responsible for recruitment, training and supervision of a large staff team as well as managing aquatic programming and associated schedules.

Reporting to the Program Supervisor-Aquatics, 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 assists with the maintenance and cleanliness of the aquatic facility through supervision of the aquatics staff team. 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 permanent full-time position is entitled to a YMCA-YWCA individual membership; 22 days paid vacation; and a cost-shared benefits package (after completion of the probationary period) which includes:

- Extended Health Care, Drug Plan, Dental, Vision, EFAP
- Long Term Disability, Life Insurance & AD&D
- Paid Sick Leave (per policy)
- YMCA Canada Pension Plan (eligible after one year)

Responsibilities:

- Lead the process of recruitment, training, coaching, and recognition of aquatics volunteers and staff.
- Seasonal scheduling of all aquatics staff and programming
- On deck lifeguarding responsibilities as needed, as well as facilitation of progressive swimming lessons to all ages and abilities in keeping with the Y's values-based swimming program.
- Contribute as a member of the leadership team in the operation of the Branch
- Serve as the Building Supervisor/Duty Manager as required
- Provide leadership to the Annual Campaign as requested
- Adhere to YMCA Child Safeguarding Policies and Procedures

Qualifications:

- Minimum 2 years' relevant experience
- Lifeguard and swim lesson instruction experience
- 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 registration software is preferred
- Excellent oral and written communication skills
- Experience teaching aquatic fitness is an asset
- The following current certifications:
 - Standard First Aid and CPR C
 - LS National Lifeguard (NL) – pool option (Waterpark option is an asset)
 - LS Airway Management and Oxygen Administration (AMOA)
 - YMCA Swim Instructor award (or LS Swim for Life)
 - LS Lifesaving Instructor award
 - YMCA or BCRPA Aquatic Fitness an asset
 - National Lifeguard Instructor (or a willingness to obtain)
 - YMCA Champion – Aquatics will be required (training provided)
 - S.E.E. and A.S.T. will be required (training provided)
 - A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required (prior to start date – not required at the application stage)

Competencies:

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

IMPORTANT APPLICATION INFORMATION:**To Apply:**

Please send your cover letter and resume to: **Human Resources**

Email: hr@vancouverislandy.ca

- The deadline for applications is **July 10, 2025 @ noon.**
- Applications will be short-listed for interviews as they are received, so be sure to apply early!
- Please mention how you heard about this position in your cover letter.
- We appreciate all applications, but only short-listed candidates will be contacted.

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