

Aquatics Coordinator

Location: Ron Edwards Family YMCA, 500 Drury Lane, Burlington, ON L7R 2X2

Position Type: Full-Time with benefits and a complimentary YMCA membership

Hourly Wage: \$20.50 per hour

Position Description:

The Aquatics Coordinator oversees the day-to-day swim lesson blocks and the private/semi-private swim lesson program operations. The Aquatics Coordinator oversees the swim lesson program and instructors to ensure all lessons are executed enthusiastically, safely, and securely within the guidelines of the YMCAHBB and will report directly to the Aquatics Manager.

In this position, you will:

- Provides day-to-day coordination of swim lesson program, which includes being present on deck during swim lessons
- Coordinates swim lesson schedules for all instructors, based on program enrollment, staff availability, skill level, and quality of classes
- Responsible for supervising Aquatics Team during all swim lessons and will be scheduled accordingly
- Responsible for scheduling and leading Aquatics training
- Coordination of private swim lessons to align with budgetary requirements
- Ensure all policies and procedures are being followed
- Must be able to enter the pool at all times to assist members/program participants in case of emergency
- In consultation with the Aquatics Manager, ensure report cards are delivered as per the annual schedule and provide leadership to ensure quality is achieved
- Creates and organizes swim lesson instructor schedules and programs
- Will be responsible for swim instructors' audits and swim lesson compliance audits
- Required to supervise and monitor members using the pool
- Uses sound judgement and safety measures in the facilitation of swimming instruction and lifeguard duties
- Maintains records as required (e.g., attendance, progress reports).

You Bring:

- Current Standard First Aid & CPR C
- National Lifeguard Service Certification
- Lifesaving Society, or YMCA Swim Instructor Certification
- Lifesaving Instructor
- Excellent customer service and interpersonal skills
- 2-year experience in an aquatic setting; YMCA experience is an asset
- Must provide a current Vulnerable Sector Check as per the Association's policy

Interested in applying?

Please send your resume to: Fernando Chavez, Aquatics Manager at:

fernando.chavez@ymcahbb.ca

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