

February 12, 2025

**AQUATICS SERVICES COORDINATOR**  
**Regular Full-Time – Exempt**  
**Competition #25003E**

Are you passionate about the role recreation and culture play in creating quality of life for all ages and abilities? Are you someone who can lead and inspire a team?

North Vancouver Recreation & Culture's (NVRC) vision is that all residents are inspired and supported to be active, creative and engaged with their community, while North Vancouver's livability and vibrancy are enhanced by a network of inclusive and accessible opportunities and spaces for recreation and arts experiences, celebration, play, learning and connecting.

**ABOUT THE POSITION**

NVRC has an exciting opportunity for an experienced professional who is enthusiastic about providing aquatics leadership and is passionate about improving quality of life in North Vancouver.

Reporting to the Area Recreation Manager – Aquatics Service Area Lead, you will carry out a variety of administrative work related to planning, developing, coordinating, and evaluating aquatic programs and services at NVRC's four aquatics facilities (Delbrook, Harry Jerome, Karen Magnussen and Ron Andrews). You will provide leadership to a variety of staff and volunteers and lead the development of aquatics-specific training and growth opportunities.

This is a unique position for an individual with experience in:

- Providing support, guidance and direction to a team to manage, lead and oversee staff in aquatics, including recruitment, selection, onboarding, planning, delegating and reviewing work; performance coaching and feedback; and change management
- Participating in the development, delivery and supervision of a variety of innovative programs and services including swimming lessons, aquatic leadership courses and major aquatics projects and initiatives
- Identifying and assessing community needs and trends for all ages and special interest groups
- Assisting in the leadership of aquatics programs and services; establishing effective programming outcomes; organizing regular workshops and in-services for staff; maintaining up-to-date knowledge and trends and best practices in the aquatic industry
- Establishing contacts and liaising with a variety of organized aquatic user groups, local health jurisdictions, schools and businesses to deliver aquatic services to address community needs; and supporting community groups, agencies and networks in planning and developing aquatic initiatives.

You also have:

- Sound understanding of the principles, practices and objectives of aquatics programming
- Sound knowledge of municipal recreation and aquatics and recreation facility operations and management
- Experience planning, organizing and administering aquatics programs, services and events

- Knowledge of the rules, regulations, procedures and policies governing the work performed, including the B.C. Pool Regulation
- Knowledge of trends and leading practices in the aquatics and recreation sectors
- Experience supervising staff in a unionized environment and representing the employer in labour relations processes
- Knowledge of recruitment, hiring and training processes
- Ability to liaise and consult with aquatic user groups and establish and maintain effective working relationships
- Ability to supervise, assign, delegate and coordinate the work of staff groups, and assist or provide guidance to complete the work
- Ability to facilitate and provide exceptional customer experiences
- Ability to work independently and as part of a team
- Ability to prepare and maintain clear and accurate written correspondence, records and reports
- Ability to monitor budget expenditures and revenues.

## **QUALIFICATIONS AND REQUIREMENTS**

Candidates will have a degree in Recreation or Leadership studies, or related discipline, plus considerable related experience in aquatics including supervisory experience in a municipal setting, or an equivalent combination of training and experience.

Required Licenses, Certifications and Registrations include:

- National Lifeguard Pool
- Swim Instructor (through Lifesaving Society)
- Lifesaving Instructor
- CRP, Level C, current within 1 year
- Standard First Aid, current within 1 year
- HIGH FIVE Principles of Healthy Child Development
- Valid Class 5 Driver's Licence for the Province of B.C.
- Certification in pool operations (i.e. Pool Operators – Level 1 or 2) would be considered an asset

This is an exempt full-time position working 37.5 hours per week. The successful candidate may be required to work evenings and weekends.

**COMPENSATION:** \$89,380 to \$99,280 annually

**CLOSING DATE:** March 3, 2025

**APPLY ONLINE AT:** <https://nvinc.peopleadmin.ca/postings/2598>

*We thank you for your interest in employment with North Vancouver Recreation & Culture and advise that only those selected for an interview will be contacted.*