

JOIN THE TEAM

RATH EASTLINK COMMUNITY CENTRE

AQUATIC & YOUTH PROGRAMMING COORDINATOR

REPORTS TO THE AQUATIC & CLIMBING WALL MANAGER

Benefits package | 2 weeks' vacation | Special Leave and Holiday Pay | Full RECC Facility Family Membership

The Aquatic & Youth Programming Coordinator position is primarily responsible to provide coordination and implementation of all aquatic & youth programming initiatives. The ideal candidate in this position will be creative and think “outside the box” with programming ideas. They will be a true team player working with all areas of the facility and have a passion for aquatics and youth programming.

The Aquatic & Youth Programming Coordinator assists in the continued growth and success of the facility as a whole through development & facilitation of creative and innovative programs that promotes revenue generation and community awareness of the opportunities provided through the RECC.

DUTIES AND RESPONSIBILITIES (Included, but not limited to)

Aquatic:

- Will work with the Aquatic Manager to oversee daily operations of the aquatic centre.
- Review Daily, Weekly and Monthly Aquatic department reports, providing follow up where needed.
- Actively supervise swimming lessons and oversee all record keeping and stats.
- Ability to respond appropriately in an emergency with communication/rescue response/first aid treatment/and activation of appropriate emergency services.
- Perform continuous risk management and communicate needs or concerns to appropriate personnel.
- Responsible for data entry in the facility's operating system for swimming lessons.

Youth Programming:

- Responsible to develop and supervise all areas of youth programming (i.e. Camps, Kids Night Out, Teen Nights).
- Ability to be creative in developing programming using all aspects of the facility working with other department Leads.
- Primarily responsible for the hiring and training of youth programming facilitators.
- Responsible for data entry in the facility's operating system for youth programming.

Staff Supervision:

- Will provide assistance to the Aquatic Manager in the hiring process of the aquatic centre staff
- Ability to schedule and facilitate staff orientations (learning sessions) for the aquatic centre
- Responsible for supervising and supporting lifeguards, ensuring procedures are followed as outlined in the NLS course criteria. Focus on developing each staff member to their maximum potential through routine evaluation, coaching, and role modeling. Providing valuable constructive feedback. Report any concerns.
- Responsible for supervising and supporting swim lesson instructors, ensuring lessons are executed as outlined in the Swim for Life Instructor course.
- Provide routine evaluation, coaching, and role modeling for lesson instructors, providing valuable and constructive feedback, and reporting any concerns to the manager.

Customer Service

- Ability to provide quality customer service to ALL members and patrons: no matter of race, religion, physical or mental barriers or any other basis of discrimination
- Must have strong communication skills to fellow staff members and patrons
- Act as a team player and support others
- Ability to be flexible and adaptable as the business continues to evolve
- Create a friendly and inviting environment for all staff and patrons

Collaboration and other duties:

- Work with Member Experience Staff with registrations for Aquatic programming
- Work with Communications staff for promote of aquatic programming
- Work with Events staff to assist with First Aid requirements.
- Communicate with Operations staff, assist with submission of work orders for immediate Aquatic operational concerns. Follow up with direction from the Operations Department.

EDUCATION/QUALIFICATIONS AND SKILLS REQUIREMENTS

Mandatory requirements for the position

- Minimum 1 year experience in a supervisory/management role
- Minimum 3 years' experience in an aquatic environment
- Experience as a certified swimming lesson instructor
- Working Knowledge of Microsoft Word, Excel, Outlook and Publisher

Mandatory Certifications

- Current National Lifeguard
- Current Swim for Life Instructor
- CPR "C" and Intermediate Workplace First Aid certification mandatory

Certifications (considered an asset to the position):

- Life Saving Instructor
- National Lifeguard Instructor
- First Aid Instructor
- Instructor Trainer
- Current Aquafit Instructor Certification
- Pool Operators Course

! Current Criminal Record and Child Abuse Registry Checks are mandatory conditions for RECC employment. They must be completed and submitted before any training will begin. Wage offered is based on previous experience and level of training and/or certifications.

COVER LETTER + RESUME SUBMISSION: DIRECT TO APPLICATION DEADLINE: 11PM MAY 20, 2024

CHRISTINE - CCUTLER@THERECC.CA

We welcome cover letters and resumes from all qualified applicants. However, only those selected for an interview will be contacted. Central NS Sport & Entertainment is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage applications from qualified individuals of all backgrounds.