



Aquatic Programmer

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possesses a sense of pride and where community spirit prevails. Our Town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are seeking an enthusiastic, team-oriented professional to contribute to the Recreation and Client Services Department.

Reporting to the Aquatic Supervisor, the Aquatic Programmer assists with the supervision, administration, implementation and delivery of aquatic programs and/or lifeguarding services.

Key Duties and Responsibilities

- Assists the Aquatics Supervisor with the supervision, administration and program development of aquatic programs and activities including learn to swim, schools, leadership and special needs programs, and evaluates same.
- Participates in staff and volunteer recruitment.
- Develops and implements staff training/orientation programs.
- Prepare staff schedule and review bi-weekly timesheets for accuracy and completion.
- Assist with marketing; registrations; program development and design.
- Responsible for identifying and monitoring established procedures to maintain Ministry of Health standards for quality and safety in and around the pool area.
- Statistics compilation and risk management.
- Liaise with participants/agencies and the general public in areas relating to aquatics.

Competencies and Qualifications

- Minimum of three years demonstrated experience preferably in a municipal aquatics/recreation environment in the development of aquatic or recreation programs.
- Diploma in Recreation and Leisure Services or related discipline.
- Valid National Lifeguard, LSS Swim, Lifesaving and Emergency First Aid Instructor, LSS Bronze Examiner, Aquatic Supervisor, Airway Management, SEE Auditor and Lifesaving Sport Coach Level 1.
- Advanced Aquatic Leadership certifications such as LSS Swim & Lifesaving Instructor Trainer, National Lifeguard Instructor/Examiner, LSS Standard First Aid Instructor/Examiner and Examiner Mentor.
- Excellent customer service, interpersonal, project/time management, analytical, and problem solving skills
- Ability to communicate effectively, professionally and courteously with all levels of staff, external contacts and the general public.
- Thorough working knowledge of pool operations and Ontario Health Act as it relates to aquatics.
- Ability to promote a culture of inclusiveness and work with a diverse population of employees and the general public.
- Experience with ActiveNet program/facility scheduling would be considered an asset
- Availability to work flexible hours as part of a regular schedule, including evenings and weekends.
- Able to submit a satisfactory Vulnerable Sector Check upon hire.

The position offers an hourly rate of \$59,033 to \$73,791 (2024 rates).

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Town's career site. Closing date for this position is October 3, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.