

DEPARTMENT:	Parks and Recreations	STATUS:	Full Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week*	SALARY:	\$36.09 to \$42.45 per hour (2024 rates) + a comprehensive benefits package

New Westminster is a dynamic and innovative city within Metro Vancouver, recognized for its forward-thinking policies and commitment to sustainability. Our new təməsewtxʷ Aquatic and Community Centre embodies this vision, becoming the first aquatic center in Canada to achieve the Canadian Green Building Council Zero Carbon Building standard.

The Parks and Recreation Department seeks an energetic and community-minded Program Coordinator of Aquatics to lead and enhance our aquatic programs. In this role, you will plan, develop, implement, coordinate, evaluate, and administer aquatic services while supervising and scheduling contractual instructors, volunteers, and both full-time and auxiliary staff. You will play a key role in delivering our Breaking Waves Learn to Swim program and ensuring high-quality instruction across all aquatic facilities, including the təməsewtxʷ Aquatic and Community Centre, two outdoor pools, and a wading pool.

A successful candidate should be highly independent and capable of taking initiative while aligning with our aquatic department's overall vision and direction. You should be able to make informed decisions while ensuring consistency with established goals, priorities, and operational standards. Additionally, you must be a strong team player who can seamlessly integrate into our existing team culture, fostering collaboration and a positive work environment.

If you have many of the following characteristics and qualifications, we want to meet you!

- Diploma or degree in recreation or a related field and 3-5 years' experience in recreation administration and programming, including supervisory experience.
- National Lifeguard Award Pool Certificate, Water Safety Instructor Certificate, Water Safety Instructor Trainer Certificate, or National Lifeguard Instructor Trainer Certificate (or willingness and ability to obtain and maintain one), Lifesaving Instructor Certificate, Standard First Aid, and CPR Level "C"/AED.
- Pool Operator 1 & 2 and Occupational First Aid Level 1 are preferred qualifications.
- Considerable knowledge of programming requirements and standards of leadership and teaching methods and techniques.
- Considerable knowledge of the philosophy and objectives and the experience to develop and coordinate recreation and community services programs, activities, services, and events specifically emphasizing aquatic program areas.
- Sound knowledge of the needs and interests of the assigned target groups and the methods of determining those needs.
- Sound knowledge of community resources related to the assigned program areas, such as government agencies, private corporations and institutions, not-for-profit organizations, and other groups.
- Sound knowledge of supervisory methods, techniques, and procedures.
- Working knowledge of policies, bylaws and regulations and the policies and procedures of the Department.
- Ability to exercise initiative and judgment and work independently in planning, developing, coordinating, implementing, and evaluating programs and events.
- Considerable independence in performing assigned duties within the limits of established policies and procedures.
- Ability to plan, assign, supervise, and evaluate the work of staff, volunteers and contractual instructors and to assist in hiring and training.
- Ability to establish and maintain effective working relationships with various external and internal contacts and to develop community interest and involvement in programs offered.
- Ability to communicate effectively in writing and orally with diverse individuals.
- Ability to draft budgets, monitor expenditures, and conduct programs within budget allocations and to prepare and maintain reports, records, and correspondence.
- Ability to maintain control of activities within a facility and to enforce rules with tact and diplomacy.
- Ability to pass and maintain a clear Police Information Check, including a Vulnerable Sector Check.

What We Offer:

- Free staff membership to access Parks and Recreation drop-in services
- Competitive salary
- Opportunities for professional development and career growth
- Employee Assistance Program with free access to counseling
- Be a part of an inclusive, diverse, and rewarding workplace
- Work in the beautiful new təməsewtxʷ Aquatic and Community Centre

***This position requires a flexible schedule, including any combination of hours, weekdays and weekends.**

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by March 16, 2025

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.