
Assistant Program Coordinator - Aquatics

DEPARTMENT:	Parks and Recreation	STATUS:	Full Time
NO. OF POSITIONS:	Two	UNION:	CUPE, Local 387
HOURS OF WORK:	40 hours/week*	SALARY:	\$33.24 - \$39.14 per hour (2024 rates) + Comprehensive Benefit Package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

New Westminster continues to be a growing and innovative city within Metro Vancouver. The City was awarded a gold award in excellence for policy planning with its Seven Bold Steps to address climate change. Our new təməsewtxw Aquatic and Community Centre embodies this vision and gained recognition as the first aquatic centre in Canada to achieve the Canadian Green Building Council Zero Carbon Building Standard.

The City of New Westminster is seeking two fulltime Assistant Program Coordinators – Aquatics to support the growth of our community services at our two outdoor pools and təməsewtxw Aquatic and Community Centre. You will assist the Program Coordinator in planning, developing, and implementing recreation programs and facilitating our innovative and unique lesson program (Breaking Waves Learn to Swim) while ensuring quality instruction.

Other responsibilities include:

- Supervising a team of Lifeguards and Instructors.
- Operation and security of a recreation facility on assigned shifts.
- Lifeguarding or running lessons when deck support is needed.
- Supporting in hiring and training of staff.
- Supporting and providing leadership and instruction for various drop-in and registered programs.
- Participating and providing in-service training to staff.
- Enforcing rules, regulations and policies consistently and tactfully dealing with groups or individuals that fail to observe these.
- Administrative support, including program registration, processing payments, preparing and maintaining various records, staff scheduling, support staff coverage, and writing reports and correspondence.
- Managing first aids, emergencies and deck support for lessons.
- Supporting the Program Coordinators' tasks and backfilling as required.
- Experience managing and maintaining inventories and reports.

If you have the following characteristics and qualifications, we want to hear from you!

- Completion of a two-year post-secondary recreation program supplemented by recreation experience or an equivalent combination of education and experience deemed suitable by the employer may be considered.
- Completion of the National Lifeguard Award, Swim Instructor Certificate or Breaking Waves Instructional experience, and Standard First Aid with CPR-C
- Knowledge of the principles, practices, and objectives of aquatics in community recreation.
- Demonstrates strong skills in program planning and implementation.
- Resolves public service complaints in accordance with the established procedures and collaborates difficult or unusual situations with a Program Coordinator.
- Experience in building supervision and knowledge of assigned program areas.
- Demonstrated organizational and ability to prioritize the work required.
- Strong conflict resolution and customer service abilities.
- Experience in building and maintaining relationships with staff, public and community partners.
- Experience with program promotion and assisting with monitoring budgets
- A high degree of accuracy and attention to detail when performing related administrative duties.
- Ability to work independently and perform tasks with minimal supervision.
- Ability to communicate effectively in writing and orally.
- Proficiency in the use of various software applications, including Microsoft Office Suite and XPlor (Perfect Mind).
- The successful applicant must be able to pass and maintain a clear Police Information Check, including a Vulnerable Sector Check.

****This position works a flexible schedule and non-standard hours, including evenings and weekends. Current schedule is Sunday to Thursday, with 8 hour shifts scheduled between 6 am and 10 pm. Schedule adjustments may be necessary on occasion due to operational needs.***

Please apply with your cover letter and resume in one document at www.newwestcity.ca/employment by **July 27, 2025**.

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

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 unsundered 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.*