

Coordinator, Aquatics

Job Requisition	JR-2026-80 Coordinator, Aquatics (Open)
Job Family	Exempt
Start Date	2026-03-27
End Date	2026-04-27
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Recreation-Centre-Facility/Coordinator--Aquatics_JR-2026-80
Description	Application Closing Date:

Apr 27, 2026

Note: Posting comes off at 12:00am on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$81,131.22 - \$95,448.50

Reporting to the Manager, Recreation Services, the Coordinator, Aquatics directs the safety, culture, and performance of the facility's lifeguard and instructor teams. Serving as the technical subject matter expert for pool deck operations, this role ensures the delivery of high-quality aquatic education and rigorous water safety protocols. The Coordinator acts as the primary steward of regulatory standards and guest service excellence within the Active Living Centre.

Key Duties & Responsibilities:

Operational Leadership & Safety

- Acts as the primary guardian of the Pool Safety Plan. Ensures strict adherence to BC Guidelines for Pool Operations, Technical Safety BC standards, and Lifesaving Society Standards for Pool Operation.
- Acts as the primary investigator for all major aquatic emergencies or facility incidents. Conducts post-incident analysis and debriefings to ensure continuous improvement in emergency response.
- Optimizes deck rotation and lifeguard positioning to ensure 100% visual coverage of all pools. Adjusts staffing levels based on guest load and risk assessment.
- Conducts daily facility inspections, oversees the monitoring of water chemistry, air quality, and equipment functionality. Liaises with maintenance staff to resolve mechanical issues immediately to prevent service disruptions.

Staff Management & Culture

- Supports the Manager in recruitment, hires, and onboarding a large volume of part-time, casual, and student staff. Develops specific strategies for leading and motivating a young workforce.
- Designs and delivers the In-Service training program. Ensures all staff maintain physical fitness standards and rescue skills through rigorous, documented training sessions.
- Provides active mentorship. Conducts regular performance evaluations for Aquatic Leaders and staff, fostering a culture of accountability, integrity, and professional growth.
- Manages complex staff schedules to ensure regulatory ratios are met while minimizing overtime and labour costs.

Programming & Guest Experience

- Monitors the quality of the Learn to Swim and aquatic fitness programs. Mentor's instructors on teaching methodologies to ensure high pass rates and guest satisfaction.
- Serves as the escalation point for complex guest experience issues, including behavioral conflicts, rule enforcement disputes, and sensitive patron concerns.
- Supports the Manager in the execution of swim meets and aquatic events, managing equipment setup and deck traffic flow.

Administration & Reporting

- Reviews and approves timesheets for a large staff roster. Prepares quarterly reports on attendance, incident trends, and program stats for the Manager.
- Manages the inventory and lifecycle of aquatic equipment, making recommendations for annual replacement budgets.
- Performs other duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Diploma in Recreation Management, Kinesiology, Business Administration, or a related field.
- Minimum three (3) years of experience as a Lifeguard/Instructor in a high-volume aquatic facility including, two (2) years of direct supervisory responsibilities, preferably in a unionized environment.
- National Lifeguard (NL) Certification Pool and Waterpark Option.
- National Lifeguard Instructor (NLI) OR Lifesaving Instructor Trainer (LSI-T).
- Standard First Aid with CPR-C / AED.
- Pool Operator Level I (Level II preferred).
- Current valid BC Drivers' License.
- An equivalent combination of education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Ability and willingness to work a variable schedule, including frequent evenings and weekends, to align with the operational realities of the recreation industry and event hosting.
- Expert-level knowledge of the BC Health Act (Pool Regulations) and Lifesaving Society standards. Ability to identify hazards in a complex facility.
- Demonstrated ability to lead young workers, using modern coaching techniques to build work ethic and professional maturity.
- Strong ability to de-escalate high-stress situations with the public.
- Proficiency in staff scheduling software and recreation management systems such as XplorRec, RecStaff.
- Ability to manage rigorous record-keeping (logbooks, training records, incident reports) required for liability protection.
- Ability to maintain the physical standards required of a National Lifeguard.
- Ability to obtain and maintain an acceptable Police Information Check with the Vulnerable Sector.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting "apply" and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	Recreation Centre Facility
Time Type	Full time
Locations	
Supervisory Organization	Active Living & Aquatics