



**AQUATICS COORDINATOR**  
**Permanent Full-Time (35 Hours per week)**  
**Two (2) Positions**

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**Why Choose Loyalist for Your Next Great Career Opportunity?** Loyalist Township is committed to developing employees who are passionate about making a difference. We support employees to grow their strengths, and together we will reach our collective full potential as an employer of choice. We offer excellent pay and benefits including OMERS, a defined benefit pension plan. Service to our community, and to each other is what we do.

This is an exciting time to join Loyalist Township. You'll have the rare opportunity to help open a brand-new aquatic facility, a legacy project that will serve our community for generations. This role offers the chance to make a lasting impact while working alongside a dedicated team that values innovation, collaboration, and community service.

Loyalist Township is a growing community of over 18,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. It is an outdoor lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts an amazing downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

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**Annual salary:** \$75,142 - \$87,906

**How to Apply:** Interested applicants are invited to apply online through our [Careers](#) website by 11:59 p.m. on Sunday, April 19, 2026.

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**POSITION SUMMARY:**

This role is an integral part of service delivery for residents and visitors of Loyalist Township.

Reporting to the Aquatics Supervisor, the Aquatics Coordinator is responsible for supporting the effective and efficient delivery of aquatic recreation programs for the community, including the development, administration, implementation, and evaluation of all offerings, including instructional programs and activity & fitness programs.

The Aquatics Coordinator provides day-to-day leadership and operational oversight to aquatic program staff, which may include Swimming Instructors, Specialty Instructors, Assistant Lifeguards, PT/Casual Lifeguards, and Aquafit Instructors, as assigned. The Aquatics Coordinator supports the Aquatics Supervisor to ensure programs are appropriately resourced, staffed, and positioned for successful and exceptional delivery.

The delivery of aquatic recreation programs plays a key role in building a strong community as part of the Corporate Strategic Plan by strengthening and promoting quality of life, health and wellbeing.

## **RESPONSIBILITIES**

Provide a fun and safe aquatic environment for patrons.

Demonstrate exceptional customer service.

Enforce pool rules and policies in a polite and professional manner.

### **PROGRAM & SERVICE DELIVERY**

- Support the development and implementation of recreation programs at all Township locations. This will mainly be at the aquatic centre in the W.J. Henderson Community Centre but extends to additional support to other programs and events within the division.
- Purchase and pick-up program supplies as directed or approved by the Supervisor.
- Respond to program challenges and issues and provide resolution.
- Assist with the day-to-day operations of the aquatic centre including supporting all staff with program and rental operations as well as keeping the pool deck and equipment organized.
- Keep current on industry trends, ability to adapt programs and services to meet changing needs.
- Development, implementation, and evaluation of learn-to-swim and aquatic leadership programs.
- Development, implementation, and evaluation of aquatic fitness programs and drop-in recreational swim opportunities.

### **PARTNERSHIPS**

- Act as a resource for community partners.

### **STAFF MANAGEMENT**

- Lead a respectful work environment that embraces innovation, change, and reflects the Township's policies, procedures, and values
- In coordination with the Supervisor, assist with planning, developing, and implementing quarterly staff training for all Aquatic Staff.
- Monitor staff certifications and qualifications, ensuring that scheduled staff meet standards, and that appropriate training is planned and scheduled.
- Support the Supervisor with monitoring staffing levels, identifying/initiating and participating in recruitment needs, provide coaching, and recommend discipline, termination and promotion of staff in collaboration with the Recreation, Parks & Facilities Manager and Manager of Human Resources Division.
- Complete timesheet approval for supervised staff.
- Supervise and lead Swim Instructors and Specialty Instructors, including the provision of performance reviews and the development and implementation of individual training and development programs.
- Supervise volunteers in aquatic instructional programs.
- Supervise and lead Assistant Lifeguards, PT/Casual Lifeguards, Specialty Instructors (I, II, III), and Aquafit Instructors including the provision of performance reviews and the development and implementation of individual training and development programs.

### **MARKETING, COMMUNICATIONS & PUBLIC RELATIONS**

- Support the development and implementation of marketing initiatives; social media, promotional print materials, and other marketing efforts in partnership with Corporate Communications.

## **BUSINESS PLANNING & FINANCIAL MANAGEMENT**

- Assist with the preparation, monitoring and accountability of the annual operating budget.
- Maintain program records and statistics for all programs.
- Perform administrative functions, which includes, but is not limited to, completion of required reports, statistics, evaluations, website updates, program registrations, etc.
- Update Recreation Management software with program offerings each session. Ongoing requirement to monitor changes in programs and update necessary information.
- Work with and safeguard confidential information.

## **HEALTH & SAFETY, RISK MANAGEMENT**

- Follow all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*, protecting own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follow all requirements, guidelines, and regulations within *Ontario Health Regulation 565: Public Pools* and any other relevant municipal, provincial, and/or federal legislation.
- Ensure that all applicable safety and job-related training is provided to staff to meet legislated and legal requirements, and to allow all job functions to be carried out safely and effectively while remaining current with legislation, industry standards and best practices as well as demonstrate a commitment to continuous learning.
- Responsible for implementing risk management principles for participants, volunteers, and staff.

Other duties as assigned.

\*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

## **MINIMUM QUALIFICATIONS:**

### **Education**

- Two (2) year college Diploma in Recreation and Leisure Services or related field.
- Possess and maintain current:
  - Standard First Aid and CPR C or higher
  - Lifesaving Society Swimming Instructor
  - Lifesaving Society Lifesaving Instructor
  - National Lifeguard certificate
  - Aquatic Supervisor Training (AST)
  - Aquatic Management Training (AMT)

### **Experience**

- Three (3) years experience in aquatic programming including experience instructing, lifeguarding, and supervising staff.
- Exceptional customer service experience.

### **Knowledge/Skill/Ability**

- Highly self-motivated with an ability to work both independently, and in a team environment.

- Strong organizational, time management, leadership, decision-making and problem-solving skills.
- General knowledge of the *Occupational Health & Safety Act*.
- A basic understanding of pool operations, the pool mechanical and filtration system, and pool water chemistry.
- Strong understanding of the practices and standards of the Lifesaving Society and *Ontario Health Regulation 565: Public Pools* and other legislation and professional standards that apply to aquatic recreation.
- Strong computer skills including proficiency in Word, Excel and Outlook, web and cloud-based software.
- Demonstrated ability to communicate effectively with courtesy, tact, and decorum, both verbally and in writing.
- Customer service and public relations skills, the ability to be professional and courteous when interacting with staff and the public at a role-model level.
- A demonstrated ability to establish effective working relationships both within and outside the organization.
- The ability to adapt and effectively handle conflicting priorities and multiple demands with frequent interruptions and the ability to work under pressure to meet deadlines.
- Strong organizational, time management, leadership, decision-making and problem-solving skills.
- Superior ability to make accurate and timely decisions.
- Work a flexible schedule to accommodate program and facility needs, including evenings and weekends.

#### **Other Requirements**

- The Aquatics Coordinators will work alternating schedules, Monday to Friday, to ensure appropriate coverage across programs and service demands. Weekend coverage will also be shared on an alternating basis when additional Coordinator coverage is required (e.g., high-volume weekends, special events, staffing shortages, or operational needs).
- Possess and maintain a valid Class 'G' driver's license, in good standing and reliable vehicle to use on corporate business.
- Obtain and maintain satisfactory vulnerable sector Criminal Record Check (CPIC).

***Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.***

#### **WORKING RELATIONSHIPS:**

##### Internal

Regular communication with all Aquatics staff and other division staff members.

##### External

Regular communication with residents, patrons and clubs/organizations.

#### **WORKING CONDITIONS:**

- Normal office environment.
- When in the pool environment exposure to chemicals, heat and humidity.

**Note:** The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. Loyalist Township reserves the right to amend this position description at any time.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the *Accessibility for Ontarians with Disabilities Act*, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at [hr@loyalist.ca](mailto:hr@loyalist.ca) or 613-386-7351 ext. 149 if you require accommodation.