

Aquatics Operations Coordinator (Permanent, Full-Time) – 1944

Close Date

June 10, 2026

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

Are you passionate about coordinating operations and making a direct impact on the success of aquatics programs? As a **permanent, full-time Aquatic Operations Coordinator**, you'll help improve and maintain key systems, coordinate staff and events, and ensure everything runs smoothly year-round.

This position is ideal for someone who thrives in a fast-paced environment and enjoys the challenge of balancing multiple tasks while upholding safety standards. You'll also develop valuable skills in interacting with various interest holders and ensuring a high-quality service experience for the public.

You'll also be part of a dedicated team that ensures clean and safe aquatic facilities. If you're looking for a meaningful, hands-on role that combines leadership, education, and community impact, this is the perfect opportunity.

The successful candidate will possess the following qualifications:

1. Completion of a post-secondary degree in recreation, sport management, education, or physical education/kinesiology with a minimum of one year experience (within the previous five years) in the development, organization, and evaluation of recreation programs;
OR
Completion of a post-secondary degree in an unrelated field with three year's experience (within the past five years) in recreation or office administrative services that includes staff scheduling, marketing, customer service, data and records management and long-term, division-wide project management.
2. Minimum one-year previous experience in project management and developing programs and processes aimed at improving operations.
3. Minimum three months previous supervisory experience.
4. Proficient in intermediate Word and advanced Excel, as demonstrated through testing. (70% pass rate required)
5. Typing speed of 45 words per minute, as demonstrated through testing.
6. Valid BC Driver's Licence - Class 5 (or equivalent).

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check.

A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

Hourly Rate

\$40.316 (2025)

Hours & Days of Work

Tuesday to Saturday 8:30am-4:30pm

Hours per Week

40

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.