



## **Aquatic Programs Coordinator**

Permanent, full-time (35 hours/week)

\$80,189.20 - 100,245.60 per annum

**This position has been deemed safety sensitive by the employer and as such is subject to reasonable cause and post-incident drug and alcohol testing**

At the City of Leduc, our mission is **People. Building. Community.** We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

### **Come work with us!**

We are currently recruiting for a permanent full-time **Aquatic Programs Coordinator** in our Aquatic Services Area.

### **What is the Opportunity?**

Reporting to the Manager, Aquatic Services, the Aquatic Programs Coordinator is responsible for Program Development and Program Administration. Key roles and functions of this position include the oversight of program services, extensive recruitment, training and development activities for a large, dynamic and skilled team of employees, ensuring strong public safety and risk management measures, development of guidelines and procedures, and managing financial activities for Aquatic Programs.

### **What will you do?**

#### **Responsibilities include, but are not limited to:**

- Supervising and supporting a team of both Lead Instructors and Swim Instructors, providing guidance, mentorship, and oversight to ensure consistent, high-quality program delivery and staff development
- Fostering a positive team environment built on collaboration, accountability, and employee engagement
- Leading extensive recruitment, training and development activities to support a well-resourced Aquatic Services area and strong succession planning framework
- Building, planning and executing all programs including Lifesaving Society courses and swim lessons within the City of Leduc
- Building and implementing comprehensive, multi-level annual training programs which develop and maintain highly skilled lifeguards and aquatic team members
- Serving as a main point of contact and subject matter expert for the City's Aquatic Programs and industry best practices
- Building and maintaining a strong working relationship with the Aquatic Operations Coordinator and Supervisory Team to achieve alignment, efficiency, while effectively leading and supporting a shared staff team
- Working with the Aquatic Operations Coordinator to plan and coordinate annual facility openings, shutdowns, and routine maintenance activities in a manner that minimizes impacts to program delivery

- Building strong, positive and professional working relationships with stakeholders including customers, user groups, outside organizations, suppliers, associations, agencies and other key personnel in the aquatic industry
- Managing financial activities including procurement, staffing decisions, monitoring expenditures, and supporting the development of annual budgets
- Overseeing Occupational Health & Safety programs, safe work practices, and incident reporting, including taking appropriate action and follow up regarding any facility incidents that may arise
- Ensuring appropriate records management processes and procedures are in place and actively employed to demonstrate compliance with provincial and other regulatory standards
- Developing guidelines and procedures that support safe and enjoyable aquatic experiences for residents, facility users and employees

### **Who you are?**

You are a collaborative and strategic leader with a strong business acumen and a passion for community recreation. You bring:

- Post-Secondary degree in recreation, business administration or equivalent, or a combination of a post-secondary diploma and experience. Additional management or leadership accreditations relevant to a municipal context, considered an asset
- Minimum 3-5 years of experience in aquatic recreation administration and leadership/supervisory role
- Demonstrated knowledge and experience with aquatic programs
- Experience leading a dynamic team, including coaching, mentoring and providing technical guidance
- Strong interpersonal skills with the ability to work both independently and collaboratively within a team
- A positive and energetic personality who makes work meaningful and enjoyable while inspiring the team to deliver results

### **Certifications:**

- National Lifeguard
- Oxygen Administration
- Swim Instructor / Lifesaving Instructor
- Intermediate First Aid with CPR C
- Lifesaving Instructor Trainer
- National Lifeguard Instructor

The following are considered an asset:

- AARFP Pool Operator 1 and 2
- Lifesaving First Aid Instructor / Instructor Trainer
- Intelli experience
- Supervisory or Aquatic Management certifications/designations such as Aquatic Management Training, or AARFP Supervisory Skills certifications

### Hours of Work:

- Generally scheduled to work Monday – Friday however, must be available to work a flexible schedule and commit to work at least one evening shift and one weekend shift per month
- Must be flexible to attend/lead training sessions outside of typical work week hours, as required

### What we Offer?

Working for the City of Leduc means joining a leadership team that values trust, collaboration, and meaningful impact. In this role, we offer:

- **Competitive compensation and comprehensive benefits**, including a defined benefit pension plan, extended health and wellness supports, and paid 3 weeks' Vacation per year.
- **Employee Family Assistance Program**
- **A collaborative and value-driven workplace**, where integrity, accountability, and teamwork guide how decisions are made and how success is shared.
- **Work-life balance and a culture of belonging**, supported by flexible thinking, respectful collaboration, and a focus on sustainable workloads.
- **A free annual pass to City of Leduc recreation facilities**, including access to drop-in programs to support your health and well-being.
- An additional **\$1.35/hr.** shift premium for hours worked before 7:00 a.m. and after 5:00 p.m. daily
- Annual deck footwear allowance of **\$65.00**

### Important Notes!

- Candidates 18 years of age must provide a clean Criminal Records Check-Vulnerable Sector and Child Intervention Check, at own expense, as part of the hiring process
- Submission of proof of all certifications and Lifesaving Society Member ID#
- Please include a cover letter outlining how your experience aligns with this role

### Ready to Join Us?

Come and be a part of an energetic team where we work together to have fun and provide the best aquatic experiences for our community. If you are a positive, customer-focused, and passionate people leader with excellent strategic planning and coordination skills, we would love to hear from you!

Apply today at [www.leduc.ca/careers](http://www.leduc.ca/careers).

**The competition closes at 11:59 PM (MT) on September 02, 2026.**

Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.