



## The wild's calling...dare to answer!

We're on the prowl for an adventurous spirit to add to our herd:

### **Aquatic Coordinator (Temporary, Full-time)**

**(Approximate 18-month posting. Tentative start date September 11, 2024. Term subject to change.)**

Wage: \$39.56/hour

Are you a leader who likes to dive in and make things happen? Do you strive to swim ahead of all the minnows? To schools of fish, are you looked upon as being Neptune, God of the Sea? Want to keep your gills wet? If so, the District of Elkford is interested in what you have to offer.

**See page 2 for a full position description and requirements.**

**Submit your cover letter and resume by August 16, 2024 at 4 p.m. local time to:**

District of Elkford  
Attn.: Director of Corporate Services  
744 Fording Drive  
P.O. Box 340, Elkford, BC  
V0B 1H0  
**Fax:** 250.865.4001  
**Email:** [careers@elkford.ca](mailto:careers@elkford.ca)

We thank all interested individuals for their applications for this position; however, only those selected for an interview will be contacted.



**DISTRICT OF ELKFORD  
EMPLOYEE POSITION DESCRIPTION**

**Position Name:** Aquatic Coordinator **Date Created:** August 11, 2016

---

**Classification:** CUPE, Schedule C **Date of Last Revision:**  
**Schedule of Hours:** As per CUPE Agreement  
**Department:** Leisure Services Department

---

**Approval:**

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Supervisor

---

**Nature of Work:**

Reporting to the Director, Leisure Services, or the Director's designate, this position is responsible for a variety of general and specific duties related to ensuring our patrons have a safe, enjoyable and fun swimming experience at our facility. They will be a role model and provide general supervision, training, and oversight of the operation at the Aquatic Centre.

**Duties and Responsibilities Include:**

- a) Performing all duties as outlined in all Lifeguard/Instructor job description(s);
- b) Supervising, directing, and performing lifeguarding techniques, first-aid treatment, pool chemical and mechanical procedures and other pool maintenance.
- c) Scheduling the facility, staff, and lessons to provide quality aquatic programs and ensuring effective and efficient use of all resources.
- d) Planning, monitoring, promoting, and evaluating programs on a short and long term basis.
- e) Responsible for supervision of Aquatic Centre staff in the performance of their duties.
- f) Ensuring all staff qualifications are current and coordinating/providing all necessary training.
- g) Providing records and reports to the Director of Leisure Services as required.
- h) Providing budget input and monitoring revenues and expenditures.
- i) Performing and supervising a variety of custodial, maintenance and preventative maintenance tasks for facility and pool operation.
- j) Assisting with staff evaluations.
- k) Other related duties as assigned.

**Qualifications, Experience and Requirements:**

- a) High School Diploma or equivalent.
- b) Valid BC Driver's Licence (Class 5).
- c) Red Cross Water Safety Instructor Certificate.
- d) National Lifeguard Certificate.
- e) Standard First Aid or Aquatic Emergency Care Certificate.
- f) Cardio-pulmonary (Level C) Certificate.
- g) Automated External Defibrillator Certificate.
- h) Aquafit Instructors Certification.
- i) Lifesaving Society Instructors Certificate.
- j) Pool Operators Level I and II Certificate.
- k) Certificate, diploma or degree in Recreation desirable.
- l) Knowledge of Occupational Health and Safety Regulations, WCB, WHMIS and BC Health Act Regulations; must meet all required standards as they pertain to the operation of the Aquatic Centre.
- m) Must possess and demonstrate clear understanding of all chemical, mechanical and operating procedures.
- n) Effective work organization and ability to meet required deadlines.
- o) Ability to supervise, evaluate, and assist in recruiting staff.
- p) Must be knowledgeable, display mature judgment and self-confidence in order to deal with emergency situations.
- q) Strong communication and public relation skills.
- r) Computer literate with proficiency in a variety of software applications such as Microsoft Outlook, Word, and Excel.
- s) Physically fit.
- t) Minimum 5 years experience as a Lifeguard II or equivalent.