



Employment Opportunity

YMCA Northumberland currently has an opening for the following position:

Coordinator – Aquatics, Sunny Life Recreation and Wellness Centre

Position Status: Full-Time; 40 hours per week

Salary Range: \$47,840 - \$55,000 (commensurate with experience)

Reports To: Manager – Health, Fitness and Aquatics

Organizational Overview:

As one of the largest charitable community service organizations in Canada, YMCA Northumberland responds to critical social needs in the community and works to provide solutions. By nurturing the potential of children, youth and adults, the YMCA connects people to life-building opportunities, to each other and enhances their quality of life. We foster social responsibility and healthy living. The YMCA works collectively with community partners that share the YMCA's determination in strengthening the foundations of community for all people.

This position requires a commitment to the YMCA mission and core values of: Health, Responsibility, Honesty, Caring, Inclusiveness and Respect, as well as a commitment to building developmental assets in children and adults.

Nature and Scope:

Reporting to the Manager - Health, Fitness and Aquatics, the Coordinator, Aquatics will coordinate and supervise the day-to-day operations of the aquatics department by assisting in developing, organizing and maintaining high quality YMCA programs. This will include planning, coordinating, administering, and evaluating programs. The Coordinator, Aquatics will also provide leadership, instruction and motivation for aquatics staff in accordance with YMCA policies and procedures, as well as provide swim instruction and lifeguarding as necessary. They will create a safe and positive atmosphere which promotes member safety, engagement and satisfaction. They know and exhibit the YMCA Mission through programs that strive for youth development, healthy living, and social responsibility.

The Coordinator is a member of the Branch Leadership Team, which involves: strategic planning for the branch on an annual basis, participation at monthly Branch Team meetings, involvement in Association committees and service manager responsibilities.

Responsibilities:

- Responsible for the direct supervision and management of staff in the Aquatic department(s)
- Works collaboratively with Manager - Health, Fitness and Aquatics to ensure YMCA service standards are met or exceeded.
- Ensure that YMCA and Lifesaving Society standards are being met or exceeded.
- Front line leadership and scheduled Service Manager shifts as required

- Supervise aquatic programs to ensure program quality and monitor staff performance and member service.
- Develop relationships with members and obtain regular feedback on programs.
- Ensures records of staff certifications are up-to-date and complete.
- Assist in the delivery of aquatics programs, instructions and staff trainings.
- Monitor and evaluate the effectiveness of and participation in programs.
- Maintains pool logs, pool updates, and incident reports.
- Assist with aquatics program/lesson scheduling, responding to daily public inquiries about Aquatics Department(s) and other regular administrative tasks.
- Maintain Child Protection Standards on an ongoing basis
- Development and maintenance of the Aquatic budget; meeting financial targets
- Responsible for preparing and facilitating the YMCA Annual Members Survey, as well as the Parent Satisfaction Survey
- Responsible for preparing, facilitating and reporting on Staff Surveys
- Responsible for providing session participation statistics
- Responsible for preparing and facilitating staff probation/performance reviews (3 month and annual)

Work Environment:

- Based out of Sunny Life Recreation and Wellness Centre YMCA Branch

Competencies:

- Relationship Building and Partnering
- Results Focused
- Teamwork and Collaboration
- Effective Interpersonal Communications
- People Management

Qualifications:

- 2 years experience in a supervisory role
- Previous experience supervising staff, including recruitment, training and conducting performance appraisals
- Excellent organizational and time management skills
- Standard First Aid and CPR Certification
- Certified National Lifeguard
- Certified YMCA Swim Instructor
- Previous YMCA experience is an asset, as is knowledge of YMCA Standards
- Computer skills using Microsoft Windows applications and ActiveNet training an asset
- Police Vulnerable Sector Check required. Police Checks are reviewed on a case-by-case basis

Apply Now:

If you are interested in this position, please submit your cover letter and resume, along with documentation to verify position requirements by **Friday August 16th, 2024** to the attention of:

Leanne Clarke
 Manager- Health, Fitness and Aquatics
campbellford.info@nrt.ymca.ca

Should you require any accommodation throughout the recruitment process please do not hesitate to contact our Human Resources Department.

We thank all applicants, however, only those considered for an interview will be contacted.