

# Aquatic Programmer

Posting #PRC2024-47

Oak Bay Parks, Recreation and Culture is seeking an enthusiastic and creative individual who loves working in a fast paced environment for the Aquatic Programmer position. Under the direction of the Aquatic Coordinator, this position initiates direction of the aquatic and related programs and relays suggestions to the Coordinator for a well-rounded operation of the facility. The Aquatic

Programmer operates with a high degree of independent judgement, action and initiative in all aspects of the programming function. Oak Bay Parks, Recreation and Culture offers a fantastic Municipal Benefits package which includes Pension Plan, Health and Dental coverage, vacation, and sick time entitlement. Other benefits include a Staff facility pass that provides access to our weightrooms, pool, skating rink, and drop-in fitness classes.

## RESPONSIBILITIES

- Responsible for the planning, scheduling and promotion of the aquatics program and leads activities suited to the needs and interests of the facility participants.
- Selects, trains, schedules, supervises and evaluates a large, auxiliary aquatic staff team of instructors, lifeguards, team leaders and contractors;
- Provides inservices, and workshops for auxiliary aquatic staff.
- Organizes and supervises aquatics programs including group swim lessons, private lessons, aquatic camps and aquatic leadership and first aid courses.
- Assists the Coordinator in ensuring that procedures and established performance and safety standards and emergency procedures are followed met for the general public and all staff members;
- Keeps the Coordinator well informed and acts in their absence if required;
- May act in the capacity of Team Leader, which includes on-deck hours.
- Supervises the issuance, use, care, and maintenance of first aid supplies, aquatic supplies, and equipment.
- Promotes and participates in maintaining good relationships with aquatic interest groups and the general public.
- Programs public swims with themes to attract attendance and active participation.
- Attends staff meetings, workshops and seminars as required.
- Coordinates the completion of employee timesheets, the ensures staff certifications are current, and maintains clear and effective communication with a large team using a variety of communication methods.
- Performs other related duties, as required.

## QUALIFICATIONS

- Graduation from a two-year College program in aquatic, recreation, or a related field.
- A minimum of one year's experience in the field of aquatics.
- Proficient in MS office software.
- All pertinent and current certification for aquatic instruction and lifeguarding, i.e. National Lifeguard Service Award, Swimming Instructor certification, and first aid certification.
- Valid BC Drivers License (Class 4 would be an asset).
- Current CPR-C and OFA-Level 1 certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

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| <b>HOURS OF WORK</b> | <b>September-June:</b> Tuesday-Saturday, 8:30am-4:30pm.(35hrs/week) May include one evening shift per week.<br><b>July-August:</b> Monday-Friday 8:30am-4:30pm (35hrs/week)<br><i>Work hours may vary based on operational requirements</i>                   |
| <b>LOCATION(S)</b>   | Oak Bay Recreation Centre   |
| <b>RATE</b>          | \$35.47 (step 1)-\$38.07 (step 3) – 2024 rates  |
| <b>STATUS</b>        | Full-Time (This is a union position)  |
| <b>BENEFITS</b>      | <ul style="list-style-type: none"> <li>• Municipal Benefits include Pension Plan, Extended Health &amp; Dental coverage, vacation, and sick entitlement.</li> <li>• Staff Membership to drop-in the weightroom, fitness classes, skating, and pool</li> </ul> |

Please submit applications by 4:00pm, Monday, July 22, 2024, to:

Job Application Drop Box, Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6; or

Email to: [recreationjobs@oakbay.ca](mailto:recreationjobs@oakbay.ca)

Subject line in email should read: PRC2024-47 Aquatic Programmer

Please note that only short-listed applicants will be contacted after the closing date of the posting