INTERNAL/EXTERNAL JOB POSTING

POSITION: Aquatic Program Assistant

SALARY: $32.56 - $34.72 per hour = $28.56 - $30.46 per hour plus 14% in lieu of benefits

CLASSIFICATION: J09

HOURS OF WORK: 14 Hours per week, Wednesday-Saturday 12:30-4:00pm

Shifts may vary to include Evenings and Weekends

Hours of work may be supplemented by lifeguarding, instructing and team leading shifts at the corresponding pay grade

STATUS: Auxiliary Term until December 31, 2020

CLOSING DATE: February 20, 2020, at 12:00pm

COMPETITION #: 20-06

SUMMARY: Are you a detail-oriented leader with exceptional customer service and critical thinking skills? If you love the dynamic, fast-paced pool environment, we want to hear from you! The Aquatic Program Assistant works closely with the Aquatic Programmer to provide leadership, problem-solving and administrative support for aquatic programs while maintaining a co-operative, solution-oriented approach and high standard of customer service. This position also works collaboratively with other departments on a variety of aquatics, community and regional initiatives.

JOB DUTIES & ACCOUNTABILITIES

• Provides leadership, guidance and staff oversight in specific aquatic program areas which may include private swimming lessons, school and daycare lessons and pool birthday parties.
• Assists in the completion of administrative tasks such as inputting of program information, preparing class lists and tracking purchases and expenditures.
• Assists with staff orientation and training and in maintaining staff work schedules.
• Provides instruction in aquatic leadership programs as a Water Safety Instructor Trainer.
• Processes requests for use of the Juan de Fuca Pool using PerfectMIND recreation software, including preparing, processing and maintaining rental contracts and scheduling staff.
• Receives payment, processes financial transactions and issues receipts for facility rentals and programs.
• Assists with program promotion and publicity, inputs program and booking information into calendars.
• Offers assistance and information to the public in an accurate, effective and friendly manner, problem-solves and diffuses challenging situations while maintaining excellent customer service.
• Prepares and maintains information sheets, correspondence and other documents related to facility use.
• Supports program and facility operations including supply ordering, purchasing and distribution.
• Performs other related duties as required.

QUALIFICATIONS

• Diploma in a related field including: Recreation and Leisure, Physical Education, Education, Child and Youth Care with 2 years relevant work experience in aquatics, or 4 years equivalent experience in aquatics.
• Highly proficient with technology including word-processing, excel and recreation software system such as PerfectMIND.
• Experience and knowledge in program planning and the administration of recreation programs.
• Proven ability to apply a positive, team-oriented approach in a public recreation environment.
• Excellent interpersonal, communication, customer service and public relation skills.
• Demonstrated ability to think critically, diffuse difficult situations and solve problems.
• Highly organized and efficient: able to multi-task, prioritize and meet deadlines.
• Ability to maintain accurate records and compile brief reports.
• Functions effectively both independently and as a member of a multi-disciplinary team.
• Experience handling cash and processing credit card transactions required.

CERTIFICATIONS

Required certificates:

The successful candidate must achieve and maintain current certification as a National Lifeguard, Lifesaving Instructor, Water Safety Instructor Trainer and hold a current Standard First Aid and CPR Level C.

Preferred certificates:

Current National Lifeguard Instructor, First Aid Instructor, Class 4 Driver’s License and/or current Waterfit Instructor are an asset to this position and preference may be given to candidates holding one or more of these certifications.

A clear and current criminal record check is a condition of employment, and is the financial responsibility of the successful candidate.

APPLICATIONS

Resumes and cover letters quoting competition #20-06 to be received prior to February 20, 2020, at 12:00 pm, Attention: Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1, Fax: (250) 478-8624; email: jobs@westshorerecreation.ca

This is a union position. Only those candidates under consideration will be contacted.

Posted: January 22, 2020