

JOB OPPORTUNITIES – FULL TIME

Aquatics Coordinator

Posting #PRC2025-81

Oak Bay Parks, Recreation and Culture is seeking an enthusiastic and creative individual who loves working in a fast paced environment. The Aquatic Coordinator is responsible for the development, planning, coordination and leadership of the aquatic services and related community programs, including facilities and staff and reports to the Manager of Recreation and Cultural Services. 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 fitness centres, drop-in fitness classes, pool, and skating rink.

RESPONSIBILITIES

- Programs, leads, coordinates and administers the aquatic facilities in order to provide the greatest possible recreational opportunities for as large a cross section of the community as possible.
- Selects, supervises, schedules and evaluates a capable and qualified staff in water-oriented recreation and related services. coordinating orientation and in-service training for staff.
- This position oversees two full time permanent Aquatic Programmers, which together supervises and mentors the large auxiliary team of lifeguards, instructors (swim, aquafit, advanced aquatics, aquatic camps), and team leaders.
- Acts in a public relations capacity in order to bring forth new ideas in aquatics and to promote public interest and participation in aquatic and fitness programs.
- Assists in the preparation and monitoring of the aquatic section of the Recreation Centre budget.
- Maintains up-to-date records of operations and reports.
- Liaise with Centre maintenance personnel to ensure that all health regulations are observed in order to provide a safe, healthy aquatic environment.
- Liaising with user groups, organizations and individuals concerned with aquatic activities and assists with their coordination, promotion and participation.

QUALIFICATIONS

- University degree in recreation, physical education or related specialties.
- Minimum of two and a half years combined prior and on the job experience in a community aquatic setting.
- All pertinent and current certification for aquatic instruction and lifeguarding, (i.e. National Lifeguard, Lifesaving Swim Instructor's).
- Current Advanced Aquatic certification considered an asset (i.e., Lifesaving Instructor (LSI Trainer), National Lifeguard Instructor (NLI), First Aid Instructor (FAI)).
- Current Aquatic Fitness certification considered an asset.
- Proficient with Microsoft Office 365.
- An ability to deal and work effectively with a large staff of lifeguards and instructors and with the public at large.
- Administrative and practical skills in the planning and organization of aquatic recreation and instructional programs.
- Sound leadership qualities.
- The ability to exercise independent judgment and display initiative is required in a sound work performance.
- Current BC Driver's License.
- Current Occupational First Aid Level 1 certification with CPR-C certification.
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant's financial responsibility to obtain this).

HOURS OF WORK	Monday-Friday – 8:30am-4:30pm (35hrs/week) <i>Work hours may vary based on operational requirements.</i>
LOCATION(S)	Oak Bay Recreation Centre
RATE	\$44.97/hr (step 1)-\$48.68/hr (step 3) – 2024 rates
STATUS	Permanent Full-Time (This is a union position)
BENEFITS	• Municipal Benefits include Pension Plan, Extended Health & Dental coverage, vacation, and sick entitlement. • Staff Membership to drop-in the fitness centres, drop-in fitness classes, skating, and pool.

Please submit applications by 4:30pm, Friday, November 21st, 2025 to:

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

Email to: recreationjobs@oakbay.ca

Subject line in email should read: PRC2025-81 Aquatic Coordinator

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