Position: Co-ordinator, Aquatics

Location: Woodland Glen
130 Woodland Glen Dr.
Guelph ON N1G 4M3

Schedule: 6-Month Contract - Full Time

- November 2017 – May 2018

Compensation: To be determined

Submit Resume & Cover Letter To: Human Resources
greatjobs@guelphy.org
By –5:00 p.m. October 31, 2017

Nature and Scope:

The Coordinator, Aquatics will support the Supervisor, Aquatics with the implementation and supervision of the YMCA-YWCA of Guelph aquatics programs. These programs include: preschool, youth, adult and private swimming lessons as well as Advanced Aquatics and first aid courses. The Coordinator, Aquatics is responsible for the continued delivery of quality, value-based programs in the rolling registration format.

Responsibilities:

- Assist with recruitment, hiring, scheduling and training of staff.
- Assist the Supervisor by delivering programs by coordinating and delivering the YMCA National Swim Program; the Lifesaving Society Bronze programs and other advanced programs; First Aid/CPR Courses.
- Support the delivery of the SHARKs (Safe Healthy Aquatics Recreation for Kids) program in partnership with the City of Guelph, University of Guelph and the Lifesaving Society.
- Provide front line coverage and backup for all aquatic instructional programs.
- Ensure health and safety guidelines and regulations are current by industry standards and being met at all times.
- Maintain excellent member services and adhere to SAM (Service All Members) standards.
- Leadership involvement within the YMCA staff team and collaboration on Association-wide initiatives (Healthy Kids Day, Megathon, etc.).
- Participate in Duty Manager Rotation.
- Other duties as assigned.

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Building healthy communities
Competencies:

*Commitment to Organization Vision & Values:* Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA - YWCA of Guelph.

*Coaching & Development:* Commits to assisting participants, volunteers, staff and self in continuous learning and self-development.

*Concern for Health & Safety:* Acknowledges and understands how to manage and educate others of risk and harm reduction.

*Quality Focus:* Ensures that YMCA programs and services are superior.

*Service Orientation:* Deliberately identifies and creates opportunities to enhance each and every individual’s YMCA experience.

*Teamwork:* Actively builds teams and encourages open relationships for maximum organizational effectiveness.

*Tolerance for Ambiguity:* Functions effectively in situations of less than perfect or incomplete information.

Skills & Qualifications:

- University degree or college diploma or equivalent training and experience
- Current Lifesaving and YMCA Instructors, current NLS, current Standard First Aid with CPR-C
- Advanced Instructor and Examiner to Bronze Medallion, NLS instructor and Examiner, Lifesaving Society First Aid Instructor & Examiner
- YMCA Trainer certification
- Leadership Experience
- Current, clear, Vulnerable Sector Police Check
- Working knowledge of Microsoft Windows and Office

The YMCA – YWCA of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.