

**CITIZENS FIRST THROUGH SERVICE EXCELLENCE**

*We have an exciting opportunity in the  
Recreation and Culture Department for an experienced and motivated  
individual*

**AQUATIC COORDINATOR  
(FILE 14-1985-LC)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Coordinates and leads the development, implementation, delivery, and evaluation of instructional and recreational aquatic programs. Adheres to Ministry of Health and industry standards for quality and safety in and around the pool areas. Coordinates and monitors the work activities of assigned staff. Provides high quality instructional and recreational programmes and services to maximize the number of participants and revenue through effectively and efficiently using the pool space and allocated staff resources. Reduces the risk of any water related injuries. Responds to life threatening emergencies in and around the pool area. Responds to public questions and complaints in a pro-active manner. Develops staff resources through leadership programmes. Promotes programmes and services throughout the community, including schools; prepares payroll information, maintains an inventory of supplies as needed for the programmes, prepares, administers and monitors allocated budget lines etc.

**Qualifications and experience:** Community college diploma in recreation leadership or related discipline. Minimum of four (4) years experience in the development of aquatic, recreation, active living / wellness programmes, including coordinating and directing the work of others. Strong organizational, communications, report writing, problem solving, auditing/analytical and grammar skills. Superior customer service skills including working collaboratively with staff teams, agencies and external contacts. Competency in personal computers and associated software (MSWord, MS Excel, MS Outlook, CLASS, JDEdwards,). Must be prepared to work flexible hours including evenings and weekends at various locations. Valid Ontario class G license and a reliable vehicle to use on company business. Standard First Aid; current holder of Lifesaving Instructors' Awards, National Lifeguard Service Award, SEE (Supervision Evaluation and Enhancement) course and advanced aquatic awards including "Examiner" and "Trainer" status. Current police reference check required. In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please forward your resume in MS Word or PDF only, quoting **File #14-1985-LC** in the subject line by **Wednesday, September 3, 2014** to:

Human Resources Department  
City of Vaughan, 2141 Major Mackenzie Drive  
Vaughan, ON L6A 1T1  
Fax 905-832-8575  
[resume@vaughan.ca](mailto:resume@vaughan.ca)

Please note that only candidates selected for interviews will be contacted.

*The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*