

<b>DEPARTMENT:</b>	<b>Parks and Recreation</b>	<b>STATUS:</b>	<b>Full Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>40 hours per week</b>	<b>SALARY:</b>	<b>\$33.24 - \$39.14 per hour plus benefits</b>

New Westminster continues to be a growing and innovative city within Metro Vancouver. The City was awarded a gold award in excellence for policy planning with its Seven Bold Steps to address climate change. Our new təməsewtx<sup>™</sup> Aquatic and Community Centre, opening in early 2024, was planned to embody this vision and gained recognition as the first aquatic centre in Canada to achieve the Canadian Green Building Council Zero Carbon Building Standard.

The City of New Westminster is seeking an Assistant Program Coordinator – Aquatics, to support the growth of our community services at our two outdoor pools and təməsewtx<sup>™</sup> Aquatic and Community Centre. You will assist the Program Coordinator in planning, developing, and implementing recreation programs and facilitate our innovative and unique lesson program (Breaking Waves Learn to Swim) while ensuring quality instruction. Other responsibilities include:

- Operation and security of a recreation facility on assigned shifts.
- Supervising a team of Lifeguards and Instructors.
- Lifeguarding or running lessons when deck support is needed.
- Supporting in hiring and training of staff.
- Supporting and providing leadership and instruction for various drop-in and registered programs.
- Participating and providing in-service training to staff.
- Enforcing rules, regulations and policies and consistently and tactfully dealing with groups or individuals that fail to observe these.
- Administrative support, including program registration, processing payments, preparing and maintaining various records, staff scheduling, support staff coverage, and writing reports and correspondence.
- Managing first aids, emergencies and deck support for lessons.
- Supporting the Program Coordinators tasks and backfilling as required.
- Experience managing and maintaining inventories and reports.

**If you have the following characteristics and qualifications, we want to hear from you:**

- Completion of a two-year post-secondary recreation program supplemented by recreation experience or an equivalent combination of education and experience deemed suitable by the employer may be considered.
- Completion of the National Lifeguard Award, Water Safety Instructor Award and Standard First Aid with CPR
- Knowledge of the principles, practices, and objectives of aquatics in community recreation.
- Demonstrates strong skills in program planning and implementation.
- Resolves public service complaints in accordance with the established procedures and collaborates difficult or unusual situations with a Program Coordinator.
- Experience in building supervision and knowledge of assigned program areas.
- Demonstrated organizational and ability to prioritize the work required.
- Strong conflict resolution and customer service abilities.
- Experience in building and maintaining relationships with staff, public and community partners.
- Experience with program promotion and assisting with monitoring budgets
- A high degree of accuracy and attention to detail when performing related administrative duties.
- Ability to work independently and perform tasks with minimal supervision.
- Ability to communicate effectively in writing and orally.
- Proficiency in the use of various software applications, including Microsoft Office Suite and XPIore (Perfect Mind).
- The successful applicant must be able to pass and maintain a clear Police Information Check, including a Vulnerable Sector Check.

\*This position works a flexible schedule and non-standard hours, including evenings and weekends. Schedule adjustment may be necessary on occasion due to operational needs.

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by April 16, 2024.**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.*