



Recreation Services Coordinator

Term Position (up to 78 weeks) for Maternity Leave Coverage

Reporting to our *Manager of Recreation Services* your role co-ordinates and leads day to day operations, and programming at key municipal recreation facilities including supervising and scheduling staff (and volunteers), being accountable for operating within a budget, and tracking the visitation and successes of the department. **A key focus is upon aquatics and operations of the seasonal municipal outdoor swimming pool.**

You will supervise all aquatic staff and lead associated *Red Cross* swimming lessons, private lessons and other pool specific programming; lead development of pool training and safety manuals, and annual recruitments. Other duties include research coordination, public engagement, health and safety programming, policy development, and a host of other associated responsibilities. Similar assistance and support for other municipal recreation facilities will also occur throughout the year.

To do all of this, we need you to be a good team player, communicator, and a positive influence in our organization, committed to provide enthusiastic service and support to the public.

As a minimum we need you to have accreditation as a *Water Safety Instructor*, certification with the *National Lifeguard Service*, for *Standard First Aid*, *Aquatic Emergency Care*, *CPR "C"*, and *WHMIS*. We are looking for you to have good computer skills, record keeping and report writing skills, experience in conflict negotiation, motivating people and the ability to effectively deal with emergencies.

You must have a minimum of two years as an aquatic worker or equivalent, experience in recreation programming, event and hospitality management; supervising and managing staff or volunteers, and writing grant applications. We would love it if you already have instructor level accreditations for *Lifesavings*, *National Lifeguard*, *Red Cross Water Safety Training*, and *Standard First Aid*, hold a pool operator's certificate, and a university or college level education in an appropriate field. Experience with hosting Aquafit and fitness programs would also be beneficial.

This is a position designated within the CUPE Local 2309 bargaining unit with a starting wage of \$30.91, a five step wage progression path and a great benefits package. Exceptional accreditations and experience may qualify for a higher starting wage.

Golden is a resort community, an easy 2.5 hours' drive west of Calgary, at the very heart of the six most highly acclaimed Canadian mountain parks, at the junction of the spectacular Kicking Horse and Columbia Rivers, between the peaks of the Purcell and Rocky Mountain ranges. With a population of just under 4,000, our staff of 35 provides a full range of municipal services. Our strong industrial base is complemented by well-established and robust tourism and service sector. Come and discover the quiet lure of a town rich in economic diversity and history, combined with an unassuming family culture of compassion, volunteerism, and a respect for community identity.

You're going to love it here. Discover a place where community still matters, and a town you'll never want to leave. A job description is available on our website at www.golden.ca/jobs

Applications may be delivered by post, hand, or electronically, and will be received until 2:00 pm (Mountain Time) Wednesday, October 20th, 2021 by:

Jordan Petrovics, Manager of Recreation Services
Town Hall – 810 9th Avenue South, P.O. Box 350, Golden, BC V0A 1H0,
E-mail: Jordan.Petrovics@golden.ca

Only those applicants selected for an interview will be contacted.

We reserve the right to collect both direct and indirect information about any applicant selected for an interview.