



**YMCA of  
Niagara**

## YMCA Employment Opportunity

### **PROGRAM COORDINATOR AQUATICS**

**YMCA of Niagara Membership Branch (locations TBD)**

**Minimum Hiring Rate: \$39,395.20 annually plus full YMCA Benefits**

**2 positions**

**Start Dates - 1 immediate, 1 late August**

**Full Time 40 hours/week, includes days, evenings, weekends & holidays**

#### **QUALIFICATIONS:**

- Post-secondary diploma or degree.
- Current National Lifeguard certification.
- Current YMCA Swim Instructors or equivalent, and LSS Lifesaving Instructors.
- YMCA Canada Aquatic Fitness certification or equivalent.
- Bronze Cross Examiners are an asset and will be required.
- Minimum 5 years' experience in an aquatics environment.
- Minimum 3 years staff/volunteer supervisory experience.
- Current Standard First Aid/CPR[C]– must be a certificate that meets the Health Regulations (St. John's, Red Cross, Life Saving Society or Ski Patrol)
- A clear Criminal Reference Check with Vulnerable Sector Screening [within 1 year from the date of issue].

#### **RESPONSIBILITIES:**

- Responsible for organizing an efficient swim program in accordance with the YMCA of Niagara Guidelines and Practices, Ontario Health Regulations and TSSA Standards.
- Engages with members to optimize their experience in achieving aquatic goals in order to maximize retention.
- Develop and sustain good member, volunteer, staff and partner relations on a daily basis.
- Assess conflict situations and exercises good judgment in recommending solutions.
- Ensure that program areas are staffed accordingly to quickly and efficiently serve members. Act as a back-up instructor as required.
- Plan and manage departmental budget.
- Human resource management of the staff/volunteer team (recruitment/selection, training, coaching, performance management, recognition).
- Work as a member of the senior staff team to support Branch operations (duty manager responsibilities) and Association initiatives.
- Understand and support YMCA philanthropic initiatives.
- Monitor commitment to service excellence by role modelling and maintaining YMCA SAM 2.1 standards.
- To be responsible for the safety and security of members and participants.
- Ensure that program areas are kept safe, clean and organized.
- Adhere to the YMCA Child Protection Policies and Procedures as established by the YMCA of Niagara

The YMCA is a charity dedicated to building healthy communities.

The YMCA of Niagara delivers programs in Health & Fitness, Community Outreach, Child Care, Day Camp and Employment & Newcomer Services throughout Ontario's Niagara Region.

We are committed to nurturing the potential of children, youth and families, promoting healthy living and fostering social responsibility within the community.

Operating from 112 sites across Niagara, and supported by 1,500 employees and 840 volunteers annually, the YMCA has a positive impact on the health of over 92,000 individuals annually.

Our focus on inclusiveness and accessibility means we serve people of all ages, backgrounds and abilities through all stages of life. Through the YMCA Strong Kids campaign, the YMCA is accessible to all.

*Building healthy  
communities*



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## COMPETENCIES:

**Leadership:** Guides, motivates and inspires self and others to take action to achieve desired outcomes.

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

**Quality Focus:** Ensures that YMCA programs are superior and identifies issues and acts quickly to resolve problems that threaten quality, service or values.

**Outcome Thinking:** Understands YMCA outcomes, develops plans and executes strategies to ensure YMCA programs are remaining relevant.

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

**Planning and Organizing:** Establishes a clearly defined and effective course of action for self and others to accomplish short and long term work goals.

**Problem Solving:** Identifies an issue and works towards a solution.

**Relationship Building and Collaboration:** Builds positive interactions both internally and externally to achieve work related goals

**Philanthropy:** Demonstrates a personal responsibility for the YMCA as a charity.

**Interested applicants are invited to submit a cover letter and resume, along with documentation to verify completion of Standard First Aid/CPR(C), Criminal Reference Check (or confirmation of initiation) and required qualifications by June 15, 2018 at 12pm**

**Email: [yjobs@niagara.ymca.ca](mailto:yjobs@niagara.ymca.ca) Fax: (905) 735-2299**

Please indicate position and branch/cities applying for in the subject line of your email. *Internal applicants are expected to notify their supervisor before applying. Only those applicants being considered for an interview will be contacted.*

*Accessibility accommodations and materials in alternate formats for individuals with disabilities can be arranged upon request.*

For more information on other opportunities at the YMCA of Niagara please visit: [ymcaofniagara.org](http://ymcaofniagara.org)

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