

Job Posting

Coordinator, Aquatics Program and Recreation Clubs



Reporting to the Manager of Recreation & Sport Clubs, the successful candidate will have a proven ability to promote, plan and deliver safe, effective and innovative aquatic programs and services to meet the needs of the Queen's and Kingston community. In addition, the successful candidate will be responsible for overseeing our 25+ student-run recreational clubs.

Queen's University
Kingston, Ontario
Canada K7L 3N6
Tel 613 533-2500
www.gogaelsgo.com

Responsibilities:

Aquatics Programs

- Responsible for developing an effective pool schedule (including all user groups – intramurals, casual recreation, camps, varsity clubs/teams, etc) which balances the needs of our groups, our community and the financial realities of the current economic climate.
- Develop and coordinate a broad range of revenue generating aquatic programs for students, faculty, staff and community groups
- Responsible for actively marketing our aquatic and club programs to both the Queen's and Kingston community, and growing both our programming and rental revenues to meet agreed-upon financial and participation targets.
- Responsible for researching and understanding the Kingston and area aquatic market, and developing strategies to maximize our niche in that market.
- Liaises with identified community partners in facilitating joint programming opportunities that will benefit and complement recreational, athletic and community programming.
- The successful candidate will work closely with our Coordinator, Aquatics Facilities who is responsible for facility maintenance and our lifeguard team.

Recreational Club ("Club") Programs

- Act as the primary liaison and resource to 25+ student run Clubs.
- Responsible for developing Club sanctioning process, handbooks, training materials and processes, while providing risk management and financial oversight to the Clubs.
- Responsible for monitoring and compiling stats on all club activities and ensuring their adherence to all department policies (travel, financial, facility booking, risk management, etc.).
- Responsible to work with all Clubs to coordinate their travel coordination and facility usage for practices, and special events.

Qualifications:

- Degree or diploma in recreation, physical education or a related field along with three years recreation experience in an aquatic setting or equivalent combination of education and experience.
- Minimum three years of aquatic programming and supervisory experience, a definite asset
- Must hold and maintain a minimum of: CPIC, National Lifeguard Service; Standard First Aid/CPR-C from a recognized agency, Lifesaving Society Swim Instructor and/or Red Cross Swim Instructor.
- AED Training, Aquatic Supervisory Training or Aquatic Management Training, Lifesaving Society Examiner, Lifesaving Society Advanced Instructor certification, NLS Instructor, AED instructor, Lifesaving Society First Aid Instructor/Instructor Trainer are definite assets.
- A Criminal Record Search-Vulnerable Sector Screening will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.
- Must be proficient in computer software applications including Microsoft Windows, Microsoft Office, and experience with CSI Spectrum an asset.
- Excellent oral and written communication skills.
- Ability to establish effective working relationships, provide excellent customer service in a fast-paced team environment.
- Strong attention to detail and the ability to complete work in an accurate and timely manner.
- The successful candidate will bring considerable knowledge in programming recreation, sports and activities, budget management, leadership and communication, a demonstrated ability to work as a team player within an athletics and recreation environment and must be comfortable in a supervisory role.



Compensation: \$35,000-\$45,000 based on qualifications, this is a one-year contract position with the opportunity for renewal based on meeting financial and participation targets.

Hours of work: Based on a 35-hour work week. The success applicant should expect to work a combination of days, evenings and weekends as required.

Applications should be submitted by **Friday, July 16** to:

Jeff Downie, Manager of Recreation and Sports Clubs

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