

POSTING INTERNAL/EXTERNAL

FULL TIME AQUATICS, RECREATION AND COMMUNITY PROGRAMS COORDINATOR

The BGC of Niagara is seeking candidates to carry out the duties of Full-Time Aquatics, Recreation and Community Programs Coordinator at BGC of Niagara (8800 McLeod Road, Niagara Falls).

Position Overview:

The Aquatics, Recreation and Community Programs Coordinator is responsible for the safe, effective, and efficient delivery of aquatics, recreation and community programs and services at the Niagara Falls location. The position is accountable to the Aquatics, Recreation and Community Programs Supervisor.

This full-time hourly position requires at least one-year experience in programs and human resource management and a post-secondary diploma/degree in child and youth, sports and recreation or related field. Experience in budgeting and facility management is an asset.

Terms of Employment:

- 18.18-19.18/hr.
- Full-time
- Hourly
- Comprehensive benefits package after 3 months
- Access to company RRSP

Qualifications:

This position requires at least three years' experience in programming and human resource management and a post-secondary diploma/degree in child and youth, sports and recreation or related field. Experience in budgeting and facility management is an asset.

- Current Police Clearance with Vulnerable Sector Screen that is obtained within the last 6 months (Note: there is currently a 6-8 week delay in processing with the Niagara Regional Police)
- Current Standard First Aid and CPR Level C
- HIGH FIVE Principles of Healthy Child Development (can obtain after hire)
- National Lifeguard certification
- Lifesaving Swim Instructor certification
- Food Handler's certification (can obtain after hire)
- Experience working directly with children and/or delivering children's programming
- Certified Pool Operator is an asset
- Must provide immunization records
- A valid driver's license and access to personal vehicle
- Working knowledge of applicable legislation

Duties and Responsibilities:

Deliverables include but are not exclusive to:

- Course outlines and lesson plans are available and implemented for all programs and services;
- High Five employee/program evaluations are submitted on time;
- Prepare participant evaluations;

- Aquatics Centre opening and closing check lists are completed and documented.

Interested Candidates should apply by sending a cover letter and resume to employment@bgcn.ca, no later than 4:00 pm August 19th, 2022.

The BGC of Niagara is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.