



# IGNITE CONFIDENCE

AT YMCA HEALTH, FITNESS & AQUATICS

## PROGRAM COORDINATOR – AQUATICS

<b>Location</b>	Niagara Centre YMCA, Welland
<b>Pay</b>	Salary - \$44,928 - \$57,000  YMCA Health/Dental and Pension benefits after 3 month probation and a YMCA Membership
<b>Employment Type</b>	Full Time
<b>Placement Date</b>	September 1 <sup>st</sup> , 2024

### WHY WORK FOR THE YMCA?

The YMCA of Niagara is a mission-driven organization committed to fueling a healthy, connected, and engaged Niagara. Our presence in over 100 program sites has been impacting the community with dedication and purpose for over 150 years.

Our legacy in the community is a testament to the transformative work we do. We serve a diverse range of individuals and families, with a commitment to inclusivity, collaboration, and the wellbeing of all. As we move forward, we are embracing a revitalized approach to meet the evolving needs of the community and actively contribute to transforming lives across Niagara.

Guided by our shared values – caring, health, honesty, inclusiveness, respect, and responsibility - the YMCA provides our employees with meaningful opportunities to make a positive impact on individuals and the health of our communities.

Our dynamic team is dedicated to maintaining our positive growth trajectory though continuously adapting and innovating our services and programs to meet the changing landscape in Niagara.

### NATURE & SCOPE

The Program Coordinator – Aquatics is responsible for the planning and development of all aquatics programs, while ensuring the growth and retention of membership through provision/delivery of service excellence.

## **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.

## **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 is preferred.
- 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).
- Upon hiring, a clear and satisfactory criminal reference check inclusive of the vulnerable sector search (CRC VSS) issued for the YMCA of Niagara.

## **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 individuals YMCA experience.

### **Quality Focus**

Ensures that YMCA programs are superior, 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.

## **APPLICATION PROCESS**

Interested applicants are invited to submit a cover letter and resume by noon on **July 29, 2024** to [melissa.wolfrath@niagara.ymca.ca](mailto:melissa.wolfrath@niagara.ymca.ca).

**Please indicate the position you are applying for in the subject line of your email.**

Internal applicants are encouraged to notify their supervisor before applying.

All applicants are thanked for their interest. 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)