

# DAWSON CITY, YUKON AQUATICS COORDINATOR Seasonal Position

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The City of Dawson is seeking applications for a full-time Aquatics Coordinator. Reporting to the Recreation Manager, this position is responsible for the organization, monitoring and supervision of the Dawson City Swimming Pool in accordance with all applicable regulations, laws, industry standards, recommendations, and as directed. The Aquatics Coordinator will be responsible for coordinating the effective delivery of safe and enjoyable aquatic opportunities, hiring, supervision of pool staff and training. This is a full time (40 hours/week) seasonal position, starting in April ending with the pool closure in September.

**If this position interests you, please submit your resume and cover letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.**

#### **Certifications:**

- Current National Lifeguard Pool Option & Water Safety Instructor
- Standard First Aid and CPR Level C
- Pool Operators 1 & 2 or willingness to obtain
- WHMIS

#### **Knowledge & Skills:**

- Grade 12 or GED
- Computer literacy
- 3 years lifeguard and instructor experience
- Ability to plan, direct, develop, implement and evaluate pool programs, policies and procedures;
- Experience in risk management in an aquatic environment, personnel management, event planning and community planning;
- Experience in and knowledge of pool operations including water quality & pool water chemistry
- Experience with pool operations, water chemistry and monitoring
- Excellent communication skills, both oral and written
- Ability to deal tactfully and respectfully with staff, and the public
- Ability to resolve conflicts and foster unity
- Ability to work effectively alone and as part of a team
- Ability to work flexible hours
- Ability to maintain confidentiality

#### **Conditions of employment:**

- Clear RCMP Criminal Reference and Vulnerable Sector Check;
- Minimum 18 years of age

A job description is available upon request.

#### **Closing Date:**

A current resume and cover letter must be received at the City of Dawson Administration Building by **3 p.m. on Monday, March 30, 2020**. Applications to this position may be submitted by mail or email to the following:

#### **Amanda King, Human Resources**

PO Box 308  
Dawson City, Yukon Y0B 1G0  
hro@cityofdawson.ca

#### **Salary & Benefits:**

This is a Union position, salary and benefits shall be in accordance with the Collective Agreement. The position is classified as level 4 with a starting salary of **\$30.07 per hour** with evening, weekend and holiday work required.

**In accordance with the Collective Agreement, internal candidates will be given first consideration.**

**We thank all applicants, but only those selected for further consideration will be contacted.**

To learn more about our community and what we have to offer please visit our website at [www.cityofdawson.ca](http://www.cityofdawson.ca)