



External - Job Posting Aquatic Worker Administrator

External Closing Date: May 7, 2026

Department:	Recreation Services
Classification:	CUPE – Temporary/Seasonal Part-Time
Pay Grade:	\$33.23/hour
Reports to:	Recreation Coordinator – Aquatics Lead
Supervises:	The position will provide direct supervision and scheduling for Aquatic Workers, Recreation Clerks and Camp Leaders.

Position Summary

Under the daily leadership and supervision of the *Recreation Services Coordinator – Aquatics Lead*, this position supports the safe and effective operation of the Golden Municipal Swimming Pool. The role combines aquatic duties—including lifeguarding, swim instruction, and facility maintenance—with administrative and leadership responsibilities that assist in the day-to-day coordination of aquatic programs and staff.

This position plays a key role in maintaining communication among the aquatic team, supporting scheduling and lesson administration, responding to staff and patron inquiries, and ensuring that facility operations run smoothly in the absence of the Coordinator.

Key Responsibilities

Primary Responsibilities

- Provide safe, organized, and engaging aquatic experiences for patrons through lifeguarding and teaching swim lessons as certified.
- Proactively prevent accidents and injuries, respond appropriately in emergencies, and complete and file required incident reports.
- Provide front-line administrative support, including responding to staff and patron questions, assisting with program registration, and processing payments using point-of-sale (POS) software.
- Assist with maintaining and posting the staff schedule and communicating scheduling updates to the team.
- Assist in group, private, and school swim lesson administration, including registration, attendance, and progress tracking.
- Serve as the first point of contact for routine staff concerns or daily issues, escalating matters to the *Recreation Services Coordinator – Aquatics Lead*, when necessary.
- Lead coordination of communication between aquatic staff, patrons, and other facility staff.
- Provide a high level of customer service and maintain a positive, professional, and welcoming environment.
- Perform regular cleaning and facility maintenance duties as required.

Secondary Responsibilities

- Assist in the training, mentorship, and oversight of seasonal lifeguard and instructor staff.
- Monitor and support the completion of routine programmatic, transactional, and operational duties by team members.
- Assist in developing and maintaining swim lesson and staff training manuals, private lesson tracking systems, and the Pool Safety Plan.
- Provide clerical and scheduling support for the *Recreation Services Coordinator – Aquatics Lead*, including preparation of reports, forms, and staff communications.
- Plan and lead in-service training, community events, and special programs.
- Assist with inventory, ordering, and record-keeping of supplies.
- Perform additional duties as assigned by the Recreation Services Coordinators.

Education & Certifications

- Lifesaving Society Swim Instructor
- National Lifeguard
- Standard First Aid with CPR “C” & AED

Experience

- Minimum 2 years’ experience as a Lifeguard and/or Swim Instructor.
- Experience with scheduling, record keeping, or office administration (preferred).
- Experience using point-of-sale or registration software (e.g., Amilia SmartRec preferred).

Step Progression

Step	Term	Wage
I	0+ months in position	\$33.23/hour

Remuneration

Wage, terms, and work schedule are as indicated in the Town of Golden and CUPE Local 2309 Collective Agreement and applicable Letters of Understanding.

Applications may be delivered by hand, or email and will be received until 2:00 pm noon (Mountain Time) Thursday, May 7th, 2026 to:

Jordan Petrovics, Director of Recreation Services
Town Hall - 810 9th Avenue South,
E-mail: Jordan.petrovics@golden.ca

Candidates with lesser qualifications may be considered. Only those applicants selected for an interview will be contacted.