



Aquatics Coordinator Ancillary Services

NSGEU

Regular Full-Time

Classification: Band 5

Hourly Rate: \$22.05-26.96/hour (35 hours per week)

Overview

St. Francis Xavier University, one of Canada's leading universities and most prominent athletics program, is seeking an Aquatics Coordinator to join our team. Reporting to the Manager of Facilities, the Aquatics Coordinator provides leadership and planning to StFX Campus Recreation Aquatics facilities and programming. They are responsible for recreation aquatic policy and procedure development and guiding continuous improvement throughout the Aquatic department.

Key Responsibilities

- Provide leadership and planning guidance to the aquatic and recreation team. Develop policy, procedures and guide continuous improvement throughout the department utilizing relevant internal data to guide decisions. Promote the development of a strong team culture that cooperates with and enhances the entire Athletics & Recreation Department
- Hires, trains, and schedules lifeguards and aquatic instructors, and acts as a back-up lifeguard
- Collaborates closely with the other members of Campus Recreation to assure a friendly, helpful environment for the staff and patrons
- Coordinate the development, delivery of services, supervisor and evaluation of all Aquatic and first aid programs to the university and community: Swimming instruction, aquatic leadership courses, first aid, aqua group fitness and other related programs
- Assists with summer camp planning, organization and delivery
- Oversee major rentals, school programs, and special events including assigning staff, invoicing, and other administrative tasks

Qualifications

- An undergraduate degree in business, recreation/sport management, or related field with a minimum of two years' experience in coordinator position in a related area;
- Work or volunteer coordination in a aquatic-related area will be considered a strong asset;
- Certified in NLS-Pool, Standard First Aid & CPR-C; NLS instructor and/or aqua aerobics considered an asset;
- Pool management course considered an asset;
- Must possess strong communication skills, be reliable and bondable;
- Ability to stay on task with strong attention to detail;
- Highly organized with excellent time management skills;
- Obvious enthusiasm for work in the aquatic environment, keen interest in sports and an overall team player

Application Instructions

Closing date for applications will be May 19, 2023 at 1:00 pm. To apply please submit a letter of application and a resume in confidence to **Human Resources, StFX University** at careers@stfx.ca. Only those selected for an interview will be contacted.

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

Our institution is committed to upholding the values of equity, diversity, inclusion and accessibility. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.

About the Ancillary Services Department

Ancillary Services provides many important services that support StFX's core functions - teaching and research. Each day we strive to enhance the campus experience for students, faculty, staff and visitors. All of Ancillary Services proceeds stay on campus and supports academic, research, infrastructure and student programming initiatives.

About St. Francis Xavier University

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit www.stfx.ca

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit www.townofantigonish.ca or www.visitantigonish.ca.