



"Celebrating our Heritage, Investing in our Future"

The Corporation of the Town of Petrolia

is seeking a

AQUATICS COORDINATOR
(Permanent- Full Time, non-union)

The Town of Petrolia is nestled in the heart of Southwestern Ontario's Lambton County and framed by Lake Huron and the St. Clair River. The Town's commitment to the preservation of its history supports a quality of life that energizes its residents and inspires its visitors. Petrolia boasts excellent schools, a hospital and an outstanding community and wellness centre.

Area of Responsibility:

Reporting to the General Manager, this position provides supervision to full-time, part-time, contract and volunteer support staff and ensures that quality program delivery and excellent customer service to meet current and changing needs of the community.

Including but not limited to Supervision of Support Staff, Administration, Customer Service and Community Development, Program Development, Budget and Delivery and Pool Operations.

Qualifications

- 2 years of recreation programming and planning experience
- 1 year of supervisory experience
- Current Standard First Aid/CPR-C
- Valid Ontario non-probationary Class G Driver's License and have access to a vehicle
- Working knowledge of related legislation, in applicable area of discipline
- Proficiency in MS Office
- Proficiency in CLASS programming software
- Customer service skills and experience
- Written and oral communication skills
- Availability: To be on-call, evenings and weekends and available to work rotational weekends as well as when required

Required Certifications:

- Standard First Aid/CPR Instructor, National Lifeguard – Pool, Lifesaving Instructors, Lifesaving Swim Instructors, Advanced Instructors, Bronze Cross Examiner, Pool Operators, LSS First Aid Instructor/Examiner, HIGH FIVE Principles of Healthy Child Development, Aquatic Program Administration certificate.

Certifications considered an asset:

- HIGH FIVE Principles of Healthy Child Development – Quest 1/2, aquatics supervisory training/aquatic management training, airway management instructor/examiner, Lifesaving Coach Level 1, Lifesaving Society Instructor/Trainer & Swim Instructor/trainer, Aquatics safety inspector, Aquatic fitness certification

Detailed job description can be found at www.ohdcc.com or www.town.petrolia.on.ca

Deadline for applications is no later than **12 noon Monday, January 15, 2018**

Resumes clearly marked *Aquatics Co-Ordinator* to be directed to the:

Town of Petrolia

411 Greenfield Street

Petrolia, ON N0N 1R0 petrolia@petrolia.ca

We appreciate the interest of all those who respond; however, only those selected for an interview will be contacted. Information obtained through this posting is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. The Town of Petrolia is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of 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 Clerks Department to ensure your accessibility needs are accommodated throughout this process.