

## **Seasonal Aquatics Coordinator – Summer 2026**

**Job Order #** 6265803

**Date:** December 17, 2025

**Location:** City of Weyburn – Weyburn Leisure Centre

*The City of Weyburn is a dynamic and progressive community located in the heart of southeast Saskatchewan. Recently voted the best place to live in the Prairies by MoneySense Magazine, the City has a population of over 10,500 and a solid economic and community foundation upon which new opportunities are continuously built.*

Reporting to the Leisure Services Manager, the Aquatics Coordinator is a working supervisor responsible for assisting with organizing and maintaining the Aquatics Leisure Services at the Weyburn Leisure Centre.

### **Responsibilities:**

#### **Operations**

- Works closely with the Leisure Services Manager to assign tasks/projects and equipment on a daily, weekly, monthly basis based on corporate priorities and approved budgets in order to safely and efficiently maximize City resources.
- In cooperation with the Leisure Services Manager plan and administer aquatics training (Lifesaving Society Courses) and Leisure Services to the public and fellow co-workers.
- Trains, oversees and participates in the work of staff involved, but not limited to.

#### **Safety**

- Ensures schedules, procedures and established performance safety standards are met;
- Liaison with the Manager to ensure safe and efficient operations for internal staff and the public;
- Monitors recreational, sports or fitness activities to ensure safety and provides emergency or first aid assistance when required.
- Warns swimmers of improper activities or danger, and enforces pool regulations and water safety policies.
- Maintains all required qualifications as well as skill and required fitness levels.
- Attends staff training.

#### **Administration**

- Assist the Leisure Services Manager with scheduling staff.
- Adhere to all safety and facility/City operating policies.
- Keeps accurate records of swimming lesson attendance, activities, incident reports, patron counts and other required documentation.
- Assist with pool maintenance and other Leisure services when necessary.
- Other duties as assigned.

#### **Leadership**

- Provides the lifeguards with direction (and in some cases feedback) on how to safely complete work, monitors the performance, duties and functions of the lifeguards and provides feedback to the Leisure Services Manager.
- Administer emergency procedures; enforce aquatics safety and facility operating procedures.

- Communicates with tact and discretion when settling requests, complaints or clarifying information with public, staff, outside agencies or other stakeholders.

### **Supervisory**

The Aquatics Coordinator is responsible for directing and overseeing the work of the Lifeguards and Cashiers at the Weyburn Leisure Centre. The coordinator communicates disciplinary, performance or attendance issues to the Leisure Services Manager to manage.

### **Job Requirements:**

#### **Qualifications**

- Must possess current certification in First Aid & CPR C.
- Must possess current certification in NLS
- Must possess current certification in Lifesaving Society Swim for Life
- Must possess current certification in LSI

### **SKILLS AND COMPETENCIES**

#### **Decision Making**

- Excellent judgment, problem solving, and analytical skills; demonstrated ability to create effective action plans to identify, diagnose, analyze, and resolve related issues
- Makes good decisions even when faced with pressure, tight timelines or incomplete information.
- Proven ability to adapt to changing situations and maintain composure.

#### **Teamwork**

- Respects, cooperates and works well with others.
- Understands differences in others and builds effective team relationships.

#### **Communication**

- Expresses ideas and information clearly in a style which suits the audience and the situation.
- Is an active listener who strives to understand others.

#### **Accountability**

- Acknowledges responsibility and takes ownership for actions and mistakes.
- Takes corrective actions when things go wrong.

#### **Integrity**

- Has strong principles that guide work and is credible and honest in commitment and presentation.
- Delivers on their promises.

### **WORKING CONDITIONS**

The Aquatics Coordinator works in an environment that can be busy and noisy. The flow of the work and character of duties involve extreme care and concentration. Manual dexterity and coordination is required. Incumbents may be in the water for long periods of time and exposed to a variety of environmental elements, including; dust, noise, sun, wind, rain, pool chemicals and other irritants. Physical exertion is required, including: lifting, climbing, bending, squatting, reaching and safely walking on wet deck surfaces in a hot, humid environment. Requires repetitive foot, arm, shoulder, hand and back movements while performing swimming instruction. Occasionally the Aquatics Coordinator may have to deal with distraught or difficult people.



# CITY OF WEYBURN

## JOB DESCRIPTION

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A portion of the Aquatics Coordinator responsibilities are carried out at a desk using general office equipment including but not limited to: telephones, computers, photocopiers, and fax machine.

**Additional Information:**

- **Job Status** – (1) Seasonal Temporary Full Time (May – August 2026)
- **Salary** – In accordance with CUPE Local 90 Agreement.
- **Application Deadline** – Until the suitable candidate is found.

**To Apply:**

Identify in your cover letter the position you are interested in including the Job Order # and submit your resumes & cover letters directly to:

**Credit Union Spark Centre 540 5th Street Weyburn, S4h 1A1 or**  
**Electronic resumes to: [awallace@weyburn.ca](mailto:awallace@weyburn.ca)**

The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.