AQUATIC COORDINATOR OPPORTUNITY

Full-time Permanent



The Bulkley Valley Regional Pool & Recreation Centre is a community centre built and operated by the non-profit Bulkley Valley Aquatic Centre Management Society. The facility features a 4-lane 25m main pool, leisure lagoon, tot pool, hot tub, sauna, fitness studio, indoor rock climbing wall, and squash /racquetball courts. We are located in the beautiful town of Smithers in northwestern British Columbia. As a "Town for all Seasons," Smithers offers outstanding outdoor recreation pursuits. We have a wide range of urban features, cultural pursuits, and recreation opportunities, Smithers truly offers something for everyone.

The Aquatic Coordinator is a full-time, permanent position (32-40 hours per week) overseeing our aquatic programs and team at the Bulkley Valley Regional Pool & Recreation Centre. This is an ideal role for an experienced, enthusiastic aquatics professional ready to lead in a rewarding community setting.

Job Duties Include:

- Coordinating, developing, and evaluating aquatic programs and services.
- Assisting with the daily operation of the aquatic facility, including chemical balancing of pools
- Recruiting, training, mentoring, scheduling, and supervising aquatic staff.
- Delivering advanced aquatic certification and leadership training programs.
- Performing administrative duties including reporting, scheduling, record keeping, and program coordination.
- Supporting risk management, safety compliance, and emergency preparedness initiatives.
- Providing customer service leadership and responding to patron inquiries and concerns.
- Performing on-deck lifeguarding, instruction, and operational support.

We offer employees tremendous opportunities to apply and enhance their skills in a positive, rewarding work environment. This position ranges 32-40 hours per week on a Tuesday- Saturday or Sunday-Thursday work week and can include morning, evening, and weekend shifts based on facility needs.

Skills:

- Enthusiastic, hard-working, and responsible individual with a passion for aquatics!
- Minimum of 5 years of lifeguarding/swim instructing experience
- 3 years of supervisory experience
- Education background of a degree or diploma in recreation, sport, leadership, leisure services, business or other related field is an asset

Requirements:

- National Lifeguard, Swim for Life Instructor, Lifesaving Instructor, Standard First Aid & CPR-C & Pool Operator
- **At least one of the following:** Swim for Life Trainer, Lifesaving Instructor Trainer, First Aid Instructor or National Lifeguard Instructor.
- **Assets:** Aquafit Instructor, BCRPA High-Five, National Instructor Trainer or First Aid Instructor Trainer

Benefits and Wages:

- Comprehensive medical and dental benefits package, 2 weeks paid vacation and sick pay
- An attractive team member years-of-service incentive program that includes set wage increases, matching RRSP contributions, and increases in vacation time.
- Re-locating honorarium
- Wage range**:** $32.00 - $34.37 (*no union dues!)

If you wish to pursue this opportunity, please submit a cover letter & resume by
Monday, December 7, 2026 at 5:00pm to*:*

Emma Baker, Facility Manager
Bulkley Valley Regional Pool & Recreation Centre
PO Box 2298, 1316 Toronto St. Smithers BC, V0J2N0
Fax: 250-847-4248 Email: jobs@bvpool.com

We wish to thank all applicants for their interest; however, only those selected for interviews will be contacted.