

## **EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2026-15 AQUATIC COORDINATOR (Permanent, Full-Time)**

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**The Town of Hanover is recruiting an organized and enthusiastic Aquatic Coordinator to support high-quality aquatic programming for our community. This is a great opportunity for a safety-focused, people-oriented leader who enjoys working in a dynamic recreation environment. The role offers a balance of leadership, administrative responsibilities, and hands-on lifeguarding and swim instruction, contributing to program excellence and a positive experience for both staff and patrons.**

### **Position Summary**

The Aquatic Coordinator plays a leadership role within the recreation department and works closely with the Aquatic Supervisor, lifeguard team, and broader recreation staff on a daily basis. The position is responsible for the organization, implementation, delivery, and supervision of safe, efficient, and engaging evening and weekend aquatic programs and staff, in accordance with established standards and procedures.

A comprehensive position description detailing the role and responsibilities is enclosed.

This posting will fill an upcoming full-time, permanent, non-union position vacancy.

### **Knowledge, Skills, Experience & Certifications**

- Related post-secondary education such as recreation, sports administration or leadership related training and/or relevant experience
- Minimum three (3) years aquatics instructional / lifeguarding experience
- Previous experience in a leadership and supervisory capacity is required
- Current National Lifeguard Certification required
- Current Standard First Aid with CPR-C and AED Certification required
- Current Lifesaving Society Swim Instructor certification required
- Current National Lifeguard Instructor or willing to obtain is an asset
- Current Aquatic Supervisory Training (AST) or willing to obtain
- Current Lifesaving Instructors or willing to obtain is an asset
- Advanced Instructor Training is an asset
- Aquafit certification and/or related experience is an asset
- First Aid Instructors is an asset
- Instructor Trainers stream of Swim Instructor Trainer and Lifesaving Instructor Trainer is an asset
- Well-defined sense of diplomacy with excellent customer service, public relations, verbal, and written communication skills
- Strong leadership skills to manage, guide, mentor, and support a diverse team, and to foster a positive workplace dynamic
- Political acuity with effective ability to build credibility and develop meaningful, collaborative relationships internally and externally
- Effective time management, attention to detail, and organizational skills with ability to problem solve and adapt in a dynamic environment
- Ability to perform physical tasks and demonstrate skills to required aquatic standards

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- Strong swimming skills and thorough knowledge of water safety practices
- Keen observation skills with a commitment to high standards of safety and service
- Sound judgement skills with ability to respond calmly and efficiently in emergency situations
- Must be willing and able to work primarily weekdays, as well as regular evenings, early mornings, weekends, and occasional holidays
- Vulnerable Sector Background Check satisfactory to the Town

**Compensation and Benefits**

The Town of Hanover offers a comprehensive compensation, pension, benefits and wellness package. Anticipated salary range is \$55,783.00 to \$64,864.80 based on a 35 hour work week.

**Application Instructions**

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2026-15 by email, mail, or in person by 4:00pm on Thursday, June 4, 2026 to:

**Town of Hanover**

**341 10th Street, Hanover ON N4N 1P5**  
**t 519.364.2780 | f 519.364.6456**  
**hr@hanover.ca**

The Town of Hanover is an equal opportunity employer that values diversity and inclusion. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Artificial intelligence (AI) is not used to screen candidates. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

## Job Description

Prepared: January 2019

Reviewed: May 2026

Reviewed By: Director, Parks, Recreation & Culture

<b>Position Title:</b>	Aquatic Coordinator
<b>Department:</b>	Parks, Recreation & Culture
<b>Reports To:</b>	Aquatic Supervisor
<b>Supervises:</b>	Directly: Head Guards Instructor Guards Lifeguards in Training Aquatic Fitness Instructors Volunteers  Indirectly: Deck Supervisors
<b>Position Status:</b>	Full-time
<b>Location:</b>	P & H Centre, 269 7 <sup>th</sup> Avenue
<b>Pay Method:</b>	Salary based on established hourly rate
<b>Normal Work Week:</b>	35 hours per week; including approximately 10-20 hours per week on deck
<b>Management Status:</b>	Management; supervisory
<b>Remote Work Eligibility:</b>	Rare

## Position Summary

The Aquatic Coordinator is responsible for the organization, implementation and supervision of safe, efficient, and engaging evening and weekend aquatic programs and staff. This role includes a combination of administrative, supervisory, and on-deck lifeguarding duties.

## Duties and Responsibilities

### Operations

- a) Oversees evening, weekend and summer aquatic operations and programs.
- b) Coordinates and implements special events.

- c) Prepares meeting and training agendas, leads and records minutes for Head Guard meetings, and/or for other meetings or events as required.
- d) Provides administrative assistance with Board of Education / Swim to Survive Programming and other programs including lesson statistics for program sessions, Board of Education, public, and other programs as required.
- e) Responds to public inquiries by listening and giving out information; effectively resolving issues and maintaining a high standard of customer service.
- f) Attends meetings, trainings and seminars.
- g) Acts as Deck Supervisor for evening and weekend swim lessons and/or programs, as required.
- h) Observes swimmers to monitor safety and enforce rules and standards. Educates the public concerning pool and/or equipment rules, regulations, policies and procedures, and takes corrective action when necessary.
- i) Performs rescues in accordance with emergency procedures and takes the lead in the event of an emergency.
- j) Assigns maintenance tasks to aquatic staff and oversees cleaning of the deck, pool equipment, and foulings.
- k) Organizes class and volunteer lists, checks alerts, places or suggests best instructional levels for swimmers and aligns swimmers with the correct instructor.
- l) Prepares and conducts core and daily lesson plans for various programs (eg. sport fundamentals, aquatic fitness classes, etc).
- m) Assesses skill levels of individuals and prepares progress midsession reports and final report cards for swimming lesson and/or other applicable programs.
- n) Provides swimming lessons in the water, water safety education, written evaluations, and other activities such as Board of Education, High Schools, Lifesaving Swim for Life Program, Special Needs, First Aid, CPR, etc.
- o) Provides input and recommendations into aquatic policies, procedures and programming.
- p) Closes and opens the pool in accordance with Ministry of Health standards and follows Town of Hanover policies and procedures to ensure the facility is properly maintained.
- q) Assists with aquatic leadership programming and teaches advanced training and first aid courses based on qualifications.

- r) Assists with the development, piloting, and implementation of new programs for Lifesaving Society and/or the municipality.
- s) Schedules staff to achieve aquatic programming needs and legislated ratios, particularly for evening and weekend programming in the fall, winter and spring, as well as for summer and school breaks.

### **Human Resources**

- a) Provides onsite supervision of all aquatic staff and programs during evenings, weekends and as otherwise required in the absence of the Aquatic Supervisor.
- b) Effectively leads, supervises, motivates, and coaches direct and indirect reports to ensure the effective delivery of department services, including assigning tasks, hiring, onboarding, training, performance management, professional development, fostering a positive and productive working environment, and ensuring effective working relations.
- c) Assists with the planning, organization and implementation of aquatic staff training sessions.
- d) Coordinates and supervises the aquatic volunteer program.
- e) Guides staff in the development of lesson plans and activities to instruct individuals and groups of all ages and abilities.
- f) Monitors and maintains staff payroll hours and scheduling using personnel management software, ensuring schedules are readily available to staff and provided in a timely manner.

### **Health & Safety**

- a) Conducts all functions and responsibilities in accordance with Occupational Health & Safety Act (OHSA) requirements as they apply to managers, supervisors, and employees. Monitors, implements, enforces, and abides by all legislative provisions and municipal policies, procedures and guidelines to promote a safe and compliant work environment.

### **Other**

- a) Performs all other duties and responsibilities as assigned.

## **Education, Skills and Experience**

### **Education/Training/Certifications/Licences:**

- Related post-secondary education such as recreation, sports administration or leadership related training and/or relevant experience

- Current National Lifeguard Certification required
- Current Standard First Aid with CPR-C and AED Certification required
- Current Lifesaving Society Swim Instructor certification required
- Current National Lifeguard Instructor or willing to obtain is an asset
- Current Aquatic Supervisory Training (AST) or willing to obtain
- Current Lifesaving Instructors or willing to obtain is an asset
- Advanced Instructor Training is an asset
- Aquafit certification and/or related experience is an asset
- First Aid Instructors is an asset
- Instructor Trainers stream of Swim Instructor Trainer and Lifesaving Instructor Trainer is an asset
- Vulnerable Sector Check yielding results satisfactory to the Town of Hanover

**Experience:**

- Minimum three (3) years aquatics instructional / lifeguarding experience
- Previous experience in a leadership and supervisory capacity is required

**Skills and Abilities:**

- Well-defined sense of diplomacy with excellent customer service, public relations, verbal, and written communication skills
- Strong leadership skills to manage, guide, mentor, and support a diverse team, and to foster a positive workplace dynamic
- Political acuity with effective ability to build credibility and develop meaningful, collaborative relationships internally and externally
- Effective time management, attention to detail, and organizational skills with ability to problem solve and adapt in a dynamic environment
- Ability to perform physical tasks and demonstrate skills to required aquatic standards
- Strong swimming skills and thorough knowledge of water safety practices
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**Physical Demands and Working Conditions**

- Administrative work is generally performed in a standard office setting with a need for accuracy and attention to detail. Incumbent also works both in and out of the water and in warm, humid pool deck temperatures on a regular basis.

Practices rescue skill techniques, emergency procedures, and fitness activities to be ready for emergencies.

- Consistently performs physical requirements required to maintain National Lifeguard standards.

- Work is subject to daily equipment demands of installing lane ropes, moving diving board into place and placing equipment on and off the deck.
- Alertness to scanning from bottom of pool and up for victim recognition/vigilance to ensure risk management.
- Must be able to adjust guarding strategies for large pool patron attendance to ensure safety of patrons.
- High risk environment with possible critical stress incidents.
- Is required to address complaints from the public on a regular basis and on occasion may be required to deal with people who are very irate.

### Contacts

Internal: Aquatic Supervisor  
 Lifeguard & Aquatic Staff and Volunteers  
 Administrative and Customer Service Staff  
 Programs Staff  
 Facility Staff  
 Human Resources Manager  
 Finance Staff

External: General Public  
 Organizations and community representatives  
 Area aquatic representatives

Public Relations: Key point of contact for the at Aquatic Centre

### Review

<b>Department Head:</b>		<b>Date:</b>
<b>Human Resources:</b>		<b>Date:</b>

### Approval

<b>CAO:</b>		<b>Date:</b>
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