

INTERNAL POSTING

PROGRAM ASSISTANT, AQUATICS, Full Time

POSTING NO: 2026-32

POSTING DATE: July 27, 2026

POSTING EXPIRY DATE: August 4, 2026 at 4:00 p.m.

COMPENSATION: \$31.87/hour

Strathcona Gardens is recruiting for a Program Assistant, Aquatics (Full-Time). Under the direction of the Program Coordinator, Aquatics, the Program Assistant, Aquatics will provide direction and support to lifeguard and instructional staff. The Program Assistant, Aquatics will be the lead hand providing shift supervision and direction to on duty staff. It is the role of this position to ensure that staff are following established protocols, that the programs are operating safely, and the facility is properly prepared for the enjoyment and satisfaction of all patrons. The work also involves being part of regular lifeguarding rotations as well as teaching specialized and standard aquatic programs.

REQUIRED EDUCATION AND EXPERIENCE

- Completion of grade 12
- One-year post-secondary certificate in recreation or leisure services and one year (2,080 hours) of lifeguard/instructor experience which must include at least 520 hours as a shift supervisor or
- Two years (4,160 hours) lifeguard/instructor experience which must include at least 1,040 hours as a shift supervisor

REQUIRED LICENCES AND CERTIFICATES

- National Lifeguard
- Swim for Life Instructor (or equivalent)
- Standard First Aid
- CPR Level C with AED (current within one year)
- A minimum of three of the certificates below:
 - BCRPA Aquatic Fitness (or industry recognized equivalent)
 - Lifesaving Trainer
 - First Aid Instructor
 - National Lifeguard Instructor
 - Swim for Life Trainer
 - Lifesaving Instructor

Schedule includes Evening and Weekend shifts

HOW TO APPLY

Please upload your cover letter, resume and copies of your certificates at srd.ca/careers "Posting 2026-32 Program Assistant, Aquatics, Full-Time."



990 Cedar Street,
Campbell River, BC V9W 7Z8
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Program Assistant, Aquatics

JOB SUMMARY

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JOB DUTIES

- Oversee the delivery of programs that occur during assigned shifts
- Organize and provide appropriate activities, games or events of interest to the users
- Organize and ensure that the aquatic area is set up for scheduled activities and that the user needs are sufficiently met
- Ensure first aid supplies, emergency equipment and program equipment are in order and administers first aid as required
- Provide support and assistance to lifeguards and instructional staff as required
- Assist with program area in-services and training
- Assist Aquatic Coordinator or Program Support Technician with staff scheduling process (i.e. substitutions or call-ins)
- Monitor the general maintenance and safety of the aquatic area, locker rooms and associated areas, and report abnormalities to the appropriate staff member. Maintain a safe and clean work environment
- Assist in water chemistry tests and add chemicals as needed
- May be required to teach during assigned shifts
- Perform other related work as assigned

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REQUIRED LICENCES AND CERTIFICATES WITHIN ONE YEAR OF HIRING

Candidates will have one year from the date of hiring into the position to attain the following additional certifications through in-service training.

- One of:
 - National Lifeguard Recertification Conductor
 - First Aid Instructor Trainer
 - National Lifeguard Trainer
- Pool operator 1 certificate

KNOWLEDGE, SKILLS AND ABILITIES

- Through knowledge of lifeguarding principles and practices
- Through knowledge of aquatic instructional programs
- Demonstrated competency as a lifeguard/instructor
- Demonstrated ability to organize and conduct a variety of special events and activities
- Ability to work independently with minimum supervision
- Must be able to lead by example and serve as a mentor to staff
- A strong customer service orientation
- Recognizes and acts to resolve problems
- Establishes and maintains respectful and cooperative working relationships
- Maintains regular communication with supervisors, keeping them fully informed on all non-routine, urgent and/or controversial matters
- A proven working knowledge of computer applications including Microsoft Office Suite – Outlook, Word, Excel, Publisher and recreation registration software
- Ability to provide feedback and training to staff
- Provides excellent customer service to both internal and external customers

OTHER

- Able to work a variety of hours and shifts, including but not limited to evenings, weekends, and holidays.
- May be required to substitute in the short-term absence of a co-worker or supervisor.

Safety is Everyone's Responsibility - All facility staff, including the Program Assistant, Aquatics, are responsible for recognizing and immediately dealing with urgent safety and health issues when and where they arise. All facility staff are responsible for recognizing and reporting non-urgent safety issues to their manager or another appropriate person in a timely manner.