



Fort Smith

NORTHWEST TERRITORIES

P.O. Box 147 • Northwest Territories • X0E 0P0

Position: Aquatics Program Coordinator

Location: Fort Smith, Northwest Territories.

Status: Full time Indeterminate

Closes: September 17, 2026

The Town of Fort Smith is seeking an experienced and motivated recreation professional for the position of Aquatics Program Coordinator. Reporting to the Director of Community Services, the Aquatics Program Coordinator is responsible for overseeing and participating in the day-to-day operations of the William Schaefer Memorial Pool and providing direct supervision of the aquatics staff.

OUTLINE OF POSITION

The incumbent oversees the hiring, training, testing, and certification of the staff and student employees of the facility, develops, implements and evaluates various aquatic programs and ensures that all appropriate water health and safety standards are maintained. This position plays an integral leadership role in the overall delivery of Community Services.

EDUCATION & SKILLS REQUIRED

The Aquatics Program Coordinator is expected to have the following education, work experience and skills.

- Bachelor's degree or diploma in Recreation or related field. Other education combined with experience will be considered.
- Minimum of 2 years leadership and supervisory experience in recreation and/or aquatics.
- Strong management, communication, interpersonal, team building and facilitation skills.
- Knowledge of optimal swimming pool water chemistry, temperature, and cleanliness standards.
- Knowledge of the principles and practices of operating a large aquatic facility.
- Experience in building effective systems, policies and procedures, recreation marketing materials, and have extensive knowledge of health and safety programs, regulations and legislation.



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- Strong skills in computers, critical thinking, decision making and conflict resolution as well as the ability to effectively manage a variety of tasks and proven experience in report writing.
- Pool Operator 1 Certificate would be considered an asset, National Lifeguard Certificate, Standard First Aid and CPR-C Certificates , First Aid Instructor and CPR-C with AED instructor / Examiner , Lifesaving Instructor and National Lifeguard Instructor.
- Class 5 driver's license and Criminal Records check with Vulnerable Sector clearance

SALARY & BENEFITS

- Pay Range: \$92,585.55 - \$107,553.64
- Northern Allowance of \$7,947.26.
- Paid time off, extended medical, dental, vision and life insurance with other options available for the employee and their dependents.
- Employee Assistance Program.

TO APPLY:

Submit your resume and cover letter to humanresources@fortsmith.ca