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CHISASIBI, QUEBEC
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www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

SECOND POSTING

JOB OPPORTUNITY

TITLE: **AQUATIC COORDINATOR**

CORE FUNCTION: Under the direct supervision of the Director of Recreation and Leisure, the Aquatic Coordinator will be responsible for planning, organizing, and coordinating all Swimming Pool activities and supervising Lifeguards, Swim Instructors, Coaches, Assistant Lifeguards, Pool Operators, Janitors and office staff.

MAIN DUTIES AND RESPONSIBILITES:

- The Aquatic Coordinator is responsible for managing and administering the daily operations of the swimming pool activities.
- Prepare work schedules for lifeguards, assistant lifeguards and other personnel working in the pool and supervise their activities.
- Supervise lifeguards and assistant lifeguards to ensure they perform their tasks and deal with community members in a courteous manner.
- Ensure that all lifeguards and assistant lifeguards are supervising and monitoring all swimmers while in or around the pool area.
- Enforce pool rules and regulations for the safety and convenience of the general public.
- Maintain and encourage a safe, healthy and clean working environment
- Inspect facilities regularly and ensure safety standards are maintained.
- Oversee the maintenance of the facility to ensure the swimming pool is safe and clean.
- Submit reports to the immediate supervisor of any incidents, vandalism and customer discipline when the need arises.
- Organize and implement swimming and other aquatic programs.
- With the Lifeguard/Swim Instructor, develop and provide various types of swimming activities for the community.
- Organize swim team and oversee the training of the team.
- Coordinate involvement in regional, territorial and provincial swim meets.

- Prepare and organize a schedule with the various entities in the community.
- With the Lifeguard/Swim Instructor, develop a schedule for pool use including public swims, lessons, swim team and other activities.
- Ensure that water quality is maintained in accordance with the Quebec public bath regulations and assist Pool Maintenance Operator in supervising water quality samples testing.
- Oversee the preparation and the maintenance of the inventory of pool material and equipment on a regular basis and to submit reports when required.
- Coordinate an active community relations campaign to promote pool programs.
- Arrange for advertisement of programs such as radio announcements, social media, community billboard, or pamphlets.
- Along with the Human Resources Department and the Director of Recreation and Leisure, hire necessary staff for the safe and efficient running of the pool.
- Prepare and monitor budget for the pool.
- Collect revenues and fees for activities, clubs/teams, rentals and ensure that the revenues are submitted to finance regularly.
- Periodically provide reports to the Director of Recreation and Leisure.
- Liaise with swimming organizations to keep up with any new regulations. Work with Lifesaving Society, Swim Canada, Quebec Federation for Swimming, other communities, and other organizations that we may need to work with.
- Attend training programs that will enhance skills and the service level for the swimming pool facility.
- Coordinate training programs for staff to keep them recertified or to get them certified.
- May have to perform light maintenance work in or around the pool such as cleaning pool deck, returning equipment, etc.
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.

- May be required to provide assistance to other departments.
- Perform other related duties as may be assigned from time to time by the immediate supervisor.

EMPLOYMENT REQUIREMENTS:

- Diploma or degree in Recreation, Leisure Studies, Physical Education, or related field (or equivalent experience).
- Must have at least two to three years of managerial experience.
- Knowledge of the sport of swimming or experience in lifeguarding, instructing is an asset.
- Knowledge of the principles and methods of water rescue work, artificial respiration, emergency procedures, and other first aid measures.
- Strong supervisory, organizational, leadership, time-management, and communications skills.
- Experience working with diverse age groups and cultural backgrounds.
- Ability to work both independently and as part of a team.
- Strong problem-solving skills and resourcefulness in handling unexpected situations.
- Ability to operate swimming pool water treatment equipment or willing to learn.
- Ability to effectively and courteously interact with employees and the general public.

EMPLOYMENT CONDITIONS:

- Full-time/on-contract (35 hours per week)
- Willing to work evenings, weekends and holidays.
- Salary is dependant upon experience and qualifications

SALARY RANGE:

- Salary: Minimum $54,000.00 – maximum $82,000.00 annually depending on education and experience

For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date:	**October 27, 2026**
End of Posting:	**November 3, 2026**

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM