

Swim Coordinator

Job Title: Community Resource Coordinator	Union / Non-Union – Non- Union
Reports to: Director of Community Services	Weekly Hours: 40 hours / week
Department: Community Services	Closing Date: September 10, 2026
Wage: \$29.08 per hour	

Position Summary

The Municipality of Springfield is seeking a motivated and experienced Swim Coordinator to lead the planning, coordination, and daily operation of the new Municipality of Springfield Community Pool located in Dugald, Manitoba. The Swim Coordinator is responsible for ensuring the safe delivery of aquatic programs, supervising aquatic staff, maintaining compliance with provincial regulations and industry standards, and providing exceptional customer service to residents and visitors. This position plays a key role in creating a welcoming, inclusive, and safe aquatic environment while supporting the successful launch and ongoing operation of the Municipality's new community pool.

Please note: The Municipality of Springfield Community Pool is scheduled to open in January 2027. Prior to opening, the Swim Coordinator will play an integral role in preparing the facility for operations, including:

- Assisting with the recruitment, hiring, and onboarding of the inaugural aquatic staff team.
- Purchasing, organizing, and maintaining aquatic equipment and supplies.
- Supporting operational planning and facility readiness.
- Assisting with the development of policies, procedures, and program schedules.

Key Responsibilities

- Develop and maintain schedules for public swimming, swim lessons, aquatic fitness classes, facility rentals, and special events.
- Design and promote inclusive aquatic programming that meets the needs of the community.
- Monitor program participation and evaluate program effectiveness, making recommendations for improvements.
- Ensure all aquatic programs comply with applicable provincial legislation, public health requirements, safety regulations, and industry best practices.
- Assist with recruiting, training, scheduling, supervising, and evaluating lifeguards, swim instructors, and other aquatic staff.
- Provide orientation, mentorship, and ongoing professional development for aquatic staff.
- Monitor staff certifications and ensure all required qualifications remain current.
- Ensure adequate lifeguard coverage meets operational requirements.
- Provide exceptional service to patrons and community groups.
- Respond to customer inquiries, concerns, and complaints professionally.
- Foster a positive, respectful, collaborative, and team-oriented work environment.

Qualifications

Candidates should possess the following qualifications. All certifications must be current or obtained prior to the date of hire.

- National Lifeguard certification
- Swim Instructor certification
- Lifesaving Instructor certification
- Standard First Aid with CPR-C (or higher)
- Experience supervising aquatic staff
- Experience coordinating aquatic programs
- Strong leadership, communication, interpersonal, and organizational skills
- Valid Manitoba Driver's License

Why Join the Municipality of Springfield?

This is an exciting opportunity to play a leading role in launching a brand-new community aquatic facility. The successful candidate will help shape programs, build a strong aquatic team, and contribute to creating a safe, welcoming, and engaging recreation space for residents of all ages.

Interested applicants are invited to submit a resume and cover letter by 4:00pm, September 10, 2026.

RM of Springfield
Attention: Human Resource Department
"Swim Coordinator"
Box 219, Oakbank, Manitoba R0E 1J0
Phone: (204) 444-3321
Email: careers@rmofspringfield.ca

We thank all who apply and advise that only those selected for further consideration will be contacted.

The Municipality of Springfield is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the recruiting process. Please advise the Human Resources Department if you require any accommodation to ensure you can participate fully and equally during the recruitment process. The Municipality of Springfield is a scent sensitive environment, and we ask all applicants to refrain from wearing scents should they attend our offices.