

Position	Aquatic Services Coordinator	2021 season
Department	Pool	
Hours of Work	Various	
Required equipment:	Bathing Suit, whistle, Lifeguard Apparel (At least one of: shorts, shirt, hat, pants, Sweatshirt, etc.)	
Wage:	\$20.68	
Directly responsible to	Director of Public Works	
Indirectly responsible to	CAO/Council	

Essential Duties and Responsibilities:

- Plan, organize, direct, control and evaluate the operations of aquatic programs and services
- Provide technical and professional advice on pool matters
- Prepare budget estimates and develop policies and procedures to implement programs
- Supervise employees and manage the operations of the pool
- Organize for and/or administer national and provincial training, coaching, officiating and other programs associated with lifeguarding
- Assist in the recruiting of pool employees
- Direct fundraising drives and arrange for sponsorships from public and private organizations
- Develop long range plans and negotiate business contracts.
- May take on the duties of Aquatics instructor/Supervisor (as per Aquatics instructor/Supervisor Position Description)

Requirements

- Several years of experience in recreational/pool facility administration.
- Lifesaving Society Instructor Trainers (considered an asset)
- Lifesaving Society Swim Instructor Certification
- WSI (Water Safety Instructor Certificate)
- Current NLS.
- Standard First Aid CPR – C certification from one of: Lifesaving Society, St. John Ambulance, Canadian Red Cross, Canadian Ski Patrol.
- Current Bronze Cross

Work Environment

The work associated with this position will be done mostly indoors as well as some outdoors and may require standing or sitting for extended periods of time as well as some lifting.

Tools and Equipment Used

The employee will be required to use the telephone, and computer as well as fill out various forms for lessons and office reasons. Other tools used are rescue and instructing equipment.

Freedom of Information

Any personal information collected from the public is considered confidential and is not to be released to other members of the public.

Dress Code

Employees are responsible for supplying their own clothes. Such clothing shall be of a respectable nature and appropriate for the kind of work being carried out.

Behaviour

The general public must be treated in a courteous manner. Should residents approach employees about issues that may be related or unrelated to their specific job they should be directed to

supervisory staff. Inquiries and concerns from the public and other staff must be dealt with immediately to the best ability of the employee. Profane language and offensive behaviour is prohibited at all times. No Smoking in any Town facility, vehicles or equipment.

Absenteeism and Lateness

Employees unable to report for work **must** notify their Supervisor before the start of their Shift. Employees knowing in advance that they will be late for work, should inform their immediate Supervisor in order that work can be re-assigned accordingly. Failure to notify the immediate Supervisor of impending lateness may result in a deduction of pay. If this continues the employee will be disciplined accordingly, up to and including dismissal.

I have read, understand and will comply with the rules and responsibilities set-out above.

Name

Signature

Date