

JOB DESCRIPTION

Aquatics Program Coordinator

POSITION TITLE:	Aquatics Program Coordinator
DEPARTMENT:	Community Services
REPORTS TO:	Director of Community Services
CLASSIFICATION:	Full Time Indeterminate
LEVEL	Pay Level 25
LOCATION:	William Schaefer Memorial Pool

Summary

Reporting to the Director of Community Services, the Aquatics Program Coordinator is responsible for the day-to-day operation, maintenance, and administration of the Town's aquatic facility. The incumbent oversees the hiring, training, testing, and certification of 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.

Outline of Duties

- 1. Ensures a safe and friendly environment of the entire pool area for all participants by:**
 - Overseeing and coordinating the administration of the facility, including the scheduling of facility operations and program management.
 - Overseeing the maintenance of the pools, including chemistry, climate control, cleanliness, and related maintenance.
 - Ensuring that all appropriate water, environmental, health and safety standards are maintained; ensuring pools are compliant with all local, territorial and national requirements and current on all necessary certifications required for operation.
 - Maintaining constant surveillance of patrons in the facility.
 - Ensuring current certifications are maintained by aquatic staff.
- 2. Develops, implements, and manages a variety of aquatics programs for members of the general public as a part of an integrated community services program plan by:**
 - Participating in and teaching aquatic and safety certification training sessions, as necessary
 - Participating in the development of annual operating budgets and providing fiscal direction to the unit.
 - Developing and maintaining records of operational facility usage; monitoring and maintaining inventories of pool equipment and supplies.

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- Preparing statistical reports and preparing data and narrative for inclusion in annual reports.
 - Representing the organization at various community and/or business meetings, committees, and task forces; promoting existing and new programs and/or policies
- 3. Oversees and coordinates the recruitment, training, scheduling, certification, and performance of employees of the facility; supervises the day-to-day activities of staff and custodial employees by:**
- Preparing schedules and managing leave requests to always ensure adequate staffing levels.
 - Supervising and mentoring all aquatics staff while performing their duties.
 - Planning and leading in-service training for all aquatics staff.
 - Engaging in simulated and actual Lifeguard/First Aid rescues.
 - Identifying staff training requirements and ensuring training opportunities are made available, either internally or through an external contractor.
 - Identifying any performance management or disciplinary issues and leading the disciplinary process up to the assigned level of authority.
 - Leading the regular performance appraisals for the Aquatic staff.
- 4. Ensures that all appropriate water, environmental, health and safety standards are maintained; ensures pools are compliant with all local, territorial and national requirements and current on all necessary certifications required for operation by:**
- Ensuring all water chemistry tests are completed and logged as per Public Pool Regulations of the NWT.
 - Overseeing the maintenance of the pools, including chemistry, climate control, cleanliness, and related maintenance.
 - Ensuring a high level of cleanliness is maintained in the aquatic facility, including staff and patron change rooms.
- 5. Other related duties as assigned**
- Decisions made by the incumbent can and will affect the delivery of such services by the Town. Errors in judgment may jeopardize the health and safety of the community and result in serious problems of a current and/or long-term nature for the Town and its elected officials.

Positions Supervised

This position supervises:

- Lifeguard/Instructors
- Junior Lifeguards

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Contacts

- This position has regular contact with other Town staff, members of recreation interest groups, and all sectors of the Fort Smith community.
- This position is also required to communicate regularly and effectively with all present patrons of the Community Recreation Facilities as well as all sectors of Fort Smith community who, after assessment of their recreation needs, could become regular users.

Work Environment

Physical Demands:

- The environment will be busy, noisy and the incumbent will need excellent organizational and time and stress management skills to complete the required tasks.
- The incumbent must be prepared to deal with injuries and accidents.
- Given the comings and goings within the pool and the varying outside temperatures, keeping the inside environment at a consistent and comfortable temperature is difficult, causing hot and cool working conditions.
- Daily duties will require a moderate to high level of physical activity, handling of average weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.
- The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

Sensory Demands:

- Reading and use of the computer may cause eye strain and occasional headaches.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Mental Demands:

- The Incumbent may have to complete a number of tasks and responsibilities at one time.
- Must be prepared to deal with emergencies and stressful situations at any time.
- He/she/they will also have to spend lengthy periods of time focusing on pool related activities in their life guarding activities. Both may cause eye strain and fatigue.
- Shift and evening work is required.

Knowledge, Education and Experience

- Pool Operator 1 Certificate is 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
- National Lifeguard Instructor

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A minimum of 5 years of related experience including a minimum of 2 years of direct staff supervision is required for this position. A completed degree(s) in Recreation from an accredited institution may be substituted for experience on a year for year basis. The successful candidate will also have the following:

- Knowledge of optimal swimming pool water chemistry, temperature, and cleanliness standards.
- Knowledge of federal, territorial, and local regulations, policies, and guidelines for the operation of public swimming pools.
- Ability to recruit, train, and certify lifeguards and others.
- Knowledge of the principles and practices of operating a large aquatic facility.
- Skills in program planning and development.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to gather data, compile information, and prepare reports.
- Knowledge of certification standards in area of specialty.
- Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of budget preparation, cost estimating, monitoring, and fiscal management principles and procedures.

Additional requirements: Class 5 driver's license and Criminal Records check with Vulnerable Sector clearance. Failure to provide these upon hire may result in rejection on probation. Evening, holiday and weekend work will be required.

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Certification

I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

Employee's Signature

Date

I agree that these duties reflect the requirements of the job.

Director of Community Services

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Senior Administrative Officer

Date