

**CITY OF FORT ST. JOHN
POSITION DESCRIPTION**

Class Title: Aquatic Supervisor
Department: Community Services
Date: October 2022

NATURE OF WORK

This is a working aquatic leadership position that assists the Aquatics Manager in the supervision, training, and evaluation of staff and works closely with the Aquatics Programmer and Aquatics Manager to coordinate, provide instruction and implementation of various aquatic programs and special events. Working hours vary, with peak operational hours primarily during evenings and weekends.

SUPERVISION RECEIVED

Works under the supervision of the Aquatics Manager or designate, depending on operational requirements. Often works under limited supervision and direction.

SUPERVISION EXERCISED

Direct supervision of staff during operational hours.

Facilitates training development of employees including, Recreation Helpers, Recreation Attendants, Pool Attendants, Volunteers, Customer Service Representatives, and/or contracted workers.

KEY RESPONSIBILITIES

- Supervises, checks, and participates in the work of a moderate sized group of full-time, part-time and auxiliary employees engaged in instructional, life guarding, custodial, exemplary customer service and clerical work on assigned shifts.
- Assists in the scheduling, organization and promotion of aquatic programs; evaluates and recommends changes to a variety of instructional and recreational aquatic programs for all ages.
- Ensures that all programs have required space to be effective and safe at all times, including swim clubs and rental programs.
- Ensures compliance with applicable policies and procedures, and licensing and/or safety regulations and standards related to the services provided.
- As required or assigned, lifeguard and instruct various recreational swim and aqua fitness programs.

- Delegates custodial tasks as necessary ensuring that all operational facility standards and safety guidelines are met and that all log books are kept accurate.
- Organizes, conducts and teaches life guarding training courses and implements safety training programs for aquatic staff.
- Prepares and maintains a variety of records and reports related to the work including daily attendance records, weekly and monthly reports regarding facilities, programs, services and statistics.
- Works within an assigned budget.
- May serve on various employee or other committees as assigned.
- Contributes to a positive work environment by modelling a respectful workplace, as per City policy.
- Complies with the organizational safety program and ensures that all WorkSafe and other legislative safety requirements are met. Reviews all accidents and incidents and recommends changes necessary to ensure a safe environment for all staff and participants. Provides safety orientations to new employees, delivers safety crew talks and tailgate meetings for fieldwork as required.

REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES & REGISTRATIONS, KNOWLEDGE, ABILITY & SKILLS:

- Diploma (2-year program) in recreation, physical education or related field
- Minimum 5 years' experience in an aquatic's environment; planning and teaching/leading various aquatic programs. Unionized environment experience preferred.
- Management skills for Supervisors Certificate, or equivalent course
- National Lifeguard Instructor and current National Lifeguard
- Lifesaving Instructor Trainer and current Lifesaving Instructor
- Lifesaving Swim for Life Instructor Trainer and current Lifesaving Instructor
- Fitness Theory and Aqua Fit Instructor
- First Aid Instructor and valid Standard First Aid with CPR-C
- Pool Operators II
- Thorough knowledge of aquatic and other recreation programs as may be offered by the Department.
- Proven ability in supervision, training and assisting subordinates with their daily routines; experience in staff scheduling.
- Monitors direct service/ instruction programs to ensure needs are being met by staff.
- Excellent interpersonal skills and demonstrated ability to handle a complex and varied workload.
- Excellent oral and written communication skills.
- Skill in the operation of computers; knowledge of Microsoft Office programs and Outlook.
- Performs related duties similar to the above in scope and function as required.

GENERAL TOOLS AND EQUIPMENT USED:

- Computers, printers, photocopiers, telephone, email and other office and electronic equipment
- Aquatics activity-related equipment such as sport, fitness, and exercise equipment
- Janitorial Equipment

GENERAL

Formal application, rating of education and experience, oral interview and reference check, police information check, and other job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

This is a position in the BC General Employee's Union.