

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

POSITION TITLE: Aquatics Programmer
DEPARTMENT: Community Services
DATE: October 2024

NATURE AND SCOPE OF WORK

Under the direction of the Aquatics Manager or designate, the Aquatics Programmer will coordinate and implement various activities, programs, lessons and special events including facility scheduling, program development, program implementation, staff scheduling and training, and coordination of program registration. They will coordinate planning of activities in accordance with stated objectives with an emphasis on superior customer service. Must be able to work flexible hours including weekends and evenings and be present for major events.

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

- Plans, schedules, implements, and evaluates community activities, programs, lessons and events.
- Prepares for programs and events for publication a variety of social media and print adverting, and related communication.
- Coordinates, schedules, and maintains related records and statistics for events. Provides reports to the Aquatics Manager, Director of Community Services and NPLP Commission as required.
- Monitors event service delivery to ensure customer needs are being met.
- Researches information to assist in the development of innovative programs and events, including trend and demographic analysis.
- Monitors budget to ensure that expenditures and revenues are in line with budget projections. Provides input, analysis, and recommendations on budget process including providing insight and examples for enhancing revenue or streamlining expenditures.
- Develop, organize, train program information for staff for staff, volunteers, and/ or contractors and monitor proper completion of work and adheres to regulatory guidelines.

- Develops and presents updates; provides necessary reporting to relevant Managers, Directors, Officers, Commissioners and City Council.
- Ensures compliance with applicable policies and procedures, and licensing and/or safety regulations and standards related to the services provided.
- Assists with maintaining clean and orderly facilities to ensure the safety of staff and users.
- Reports immediately, to the designated supervisor, all accidents or injuries and activates emergency procedures as required. Detects and reports observed hazardous conditions, practices, and behaviours in the workplace.
- Promotes good relations with participants, media, and outside organizations.
- Responsible for fostering good relationships between organizations and individuals to develop sponsorship plans, secure funding and implement strategies that will achieve the departments goals.
- Contributes to a positive work environment by modelling a respectful workplace as per City policy.
- Complies with the Department safety program and ensures that all WorkSafe BC 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. Complies with all department, City of Fort St. John, and Provincial legislation, policies and procedures and works within assigned budgets.
- Additional duties as assigned.

REQUIRED QUALIFICATIONS, KNOWLEDGE, ABILITY AND SKILL

- Diploma (2-year program) in recreation, physical education
- Management skills for Supervisors or equivalent course
- Minimum 3 years' experience at a mid-line supervisory level.
- Experience in planning, scheduling, implementing, and evaluating group, social, and/or aquatic activities and events.
- Valid Standard First Aid with CPR-C or ability to obtain prior to employment.
- Valid BC Class 5 Drivers' License.
- Ability to successfully pass and maintain police information check with vulnerable sector.
- Thorough knowledge of aquatic programs as may be offered by the department demonstrated through current or previous certification of the Pool Attendant I position and Fitness Theory and/or Aqua Fit Instructor.
- Proven ability and technique in planning, scheduling, implementing, and evaluating group, aquatic and/ or related activities.
- Proven experience organizing a multifaceted facility to use space and resources effectively and efficiently.
- Ability to plan, organize, schedule and provide staff, volunteers, contractors the information and training to successfully execute and provide follow up pertaining to the activity,

program, lesson and/or event and maintain good working relationships with other City personnel and public.

- Capable of working independently and/or with a team to manage projects and events.
- Exceptional customer services skills coupled with formal customer service training.
- Working knowledge of related legislation and regulations; ability to exercise sound judgement in interpretation and application of related regulations, policies, and procedures.
- Proficient in the operation of computers including word processing, scheduling software, database, publishing, marketing, and spreadsheet programs. Preferably, Word, Excel, and Publisher.
- Proven ability managing budgets and preparing budget forecasts.
- Demonstrated ability to perform duties in a rapidly changing environment.

TOOLS AND EQUIPMENT USED

Computers, printers, photocopiers, telephone, email and other office and electronic equipment.

Activity-related equipment such as sport, fitness, and exercise equipment.

PHYSICAL DEMANDS

This position may entail swimming, walking, standing, and lifting and/or moving items that can weigh up to 25 lbs.

This position entails sitting and using a computer for long periods of time.

GENERAL

Formal application, rating of education and experience; oral interview and reference check; 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 or a logical assignment to the position.

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

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