

JOB DESCRIPTION

POSITION TITLE: AQUATIC SUPERVISOR
REPORTS TO: Recreation & Community Development Manager
REPORTS: Head Lifeguard, Lifeguards & Aquatic Instructors
Date APPROVED: March 17, 2025
Date REVISED:

PRIMARY DUTIES:

- 1) Plan, assign, directly supervise, train, and evaluate the work of all aquatic staff.
- 2) Assists in planning and implementation of the Valley Aquatic Centre budget.
- 3) Assists with processing payroll for aquatics staff.
- 4) Manage designated areas of facility maintenance, repair, water control, and report conditions to the Recreation and Community Development Manager.
- 5) Prepare, schedule, control and evaluate aquatic programs.
- 6) Ensure the continued development of aquatic training and leadership opportunities for aquatic personnel.
- 7) Assess and evaluate the aquatic needs and interests of the community.
- 8) Effectively market and promote aquatic programs and services to the public, including administering social media.
- 9) Prepare reports as requested or necessary.
- 10) Promote and maintain effective public relations.
- 11) Ensure compliance with the Occupational Health and Safety Act.
- 12) Serve as a Lifeguard and/or Instructor as the programs require.
- 13) Handle pool chemicals and change out chlorine barrels to maintain proper water chemistry.
- 14) Perform other duties as they may be assigned from time to time.

SPECIFICATIONS:

Experience & Qualifications

- 1) Grade 12 or equivalent; and
- 2) A minimum of 3 years' related experience in an Aquatic Facility is required.
- 3) The incumbent **must** possess the following certifications:
 - a) Lifesaving National Lifeguard Service (NLS)
 - b) Lifesaving Instructor (LSI)
 - c) Swimming Pool Operators Certificate (or willingness to obtain prior to employment).
- 4) The following certifications would be an asset:
 - a) Lifesaving Trainer
 - c) Bronze Mentor
 - d) National Lifeguard Mentor
- 5) Sound organizational skills and an ability to effectively communicate with the public are necessary.
- 6) Must be familiar with working in a computerized environment utilizing Microsoft Office.
- 7) Ability to perform all duties with minimal supervision and must exercise initiative and authority.
- 8) Criminal records check and a child abuse registry check are required.

Accountability/Responsibility

The position reports to the Recreation and Community Development Manager and is directly responsible for the supervision and safety of all aquatic staff which includes assigning, checking, and evaluating work and resolving any conflicts.

This position has limited authority with respect to staff disciplinary action, where recommendations for employee performance related issues are to be reported directly to the Recreation and Community Development Manager.

UNIQUE POSITION REQUIREMENTS

- 1) Tact and discretion will be required to deal with requests or complaints.
- 2) The position may involve working evenings and weekend shifts.
- 3) Rotational on-call shifts over weekends and Statutory holidays as required.
- 4) Emergency response as directed.
- 5) Ability to work independently and reliably.
- 6) Ability to work outdoors in varying weather conditions.
- 7) Required to comply with Occupational Health and Safety risk minimization.

COMPUTER SOFTWARE & EQUIPMENT USE:

Microsoft Office, Google Docs, recreation scheduling software, Canva, phone, copier and printer.

Incumbent

Chief Administrative Officer

Date