

DTR Job Description



Position Title: Aquatic Supervisor

Department: Community Services – Aquatic Centre

Reports To: Recreation Manager

Date: October 13, 2023

Job Purpose/Summary: The Aquatic Supervisor, working under the Recreation Services Manager, is responsible for the Aquatic Centre operations. This is a leadership role and includes supervisory functions of the Aquatic Centre and ensuring all work is carried out in accordance with recognized practices and established Municipal and Health and Safety policies and regulations. This includes but is not limited to supervising, lifeguarding, instructing, conducting research, promoting programs, scheduling, staff training, planning and implementing activities, customer service duties, maintaining stock and supplies, and may include being part of the hiring process.

Examples of Work:

1. The aquatic Supervisor will supervise, plan, and direct the work and activities of the staff under their control, ensuring policies and objectives are met. The Aquatic Supervisor will ensure that all new aquatic employees are adequately trained to perform job requirements and will conduct a complete aquatic facility orientation. The Aquatic Supervisor will also recommend further staff training.
2. The Aquatic Supervisor will attend weekly meetings with the Director of Community Services, the Facility Manager, the Maintenance Foreman, the Program Coordinator, and Front office staff.
3. The Aquatic Supervisor shall monitor all materials and ensure adequate supplies to perform the required duties.
4. The Aquatic Supervisor, in consultation with the Manager of Recreation Services, will plan, develop, implement, lead, and instruct a wide range of Aquatic programs and events.
5. Evaluate program effectiveness, recommend changes, and implement management decisions.
6. The Aquatic Supervisor will supervise and lifeguard public swim sessions, ensuring the safety and promotion of a positive leisure environment for all facility patrons.
7. The Aquatic Supervisor, in consultation with the community, will analyze community needs for Aquatic Programs and use this information to develop, establish, implement, monitor, and evaluate a program delivery system using all available resources and facilities with particular attention to maximizing the use of the Aquatic center under the direction of the Director of Community Services and/or the Facilities Manager.

Knowledge, Skills and Requirements:

Must hold current awards and certificates as follows:

- National Lifeguard Service
- LSS Swim Instructor
- Standard First Aid and CPR C
- Aquatic Supervisor or Aquatic Management Training
- Lifesaving Instructor Trainer
- Pool Operator Level 1
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Thorough knowledge of aquatic programs
- Experience in planning and leading various aquatic programs
- Working knowledge of related legislation and regulations as directed by the Director of Community Services and/or the Facilities Manager.
- Skill in the operation of computers
- Proven ability in supervision, training, and assisting subordinates with their daily routines; experience in staff scheduling.
- Competency in the areas of leadership and the ability to work as a team player within the

<p>8. The Aquatic Supervisor will make verbal or written reports of the aquatic facility conditions, concerns of the public, feedback from staff, and any other information requested by the Director of Community Services and the Facility Manager.</p> <p>9. Participates in conducting lifeguarding and safety training meetings/programs for Aquatic staff and participates in the hiring and input into the evaluation of same.</p> <p>10. Train and supervise students and volunteers when needed during programs and events.</p> <p>11. Prepares and maintains various records and reports related to the work, including daily attendance records and weekly and monthly reports regarding facilities, programs, services, and statistics.</p> <p>12. Provide reports, data, statistics, and other information regarding programs and events to the Recreation Services manager as appropriate.</p> <p>13. Will acquire and/or verify all required licenses, permits, and insurance for events and programs.</p> <p>14. Performs routine custodial functions, including but not limited to pool chemical tests and cleaning of change rooms and pool decks.</p> <p>15. Leads "fun activities" during public swim sessions, creating an enjoyable leisure environment for all patrons.</p> <p>16. Performs routine cashiering and concession duties as required.</p> <p>17. Prepare, review, and evaluate the completion of all accident report forms received. This includes producing a weekly report summarizing the accidents for the Recreation Services manager.</p> <p>18. Ensure all safety standards under the Occupational Health and Safety Act and regulations are followed. This will require a good working knowledge of the Act and Regulations. All duties must be performed within the District Policies and Procedures and WHMIS guidelines.</p> <p>19. Other related duties and responsibilities as assigned.</p>	<p>department and overall organization.</p> <ul style="list-style-type: none"> • Recreation courses specializing in marketing and programming would be considered assets. <p>The Aquatic Supervisor must hold at least two of the following awards and certificates:</p> <ul style="list-style-type: none"> • NLS Instructor • First Aid and CPR Instructor • LSS Swim Instructor Trainer • Coaching Level 1 • BCRPA Fitness Instructor with Water Fitness Specialty • Synchronized Swimming Instructor • NCCP Coaching Level <p>NOTE: The above statement reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.</p> <p>Working Conditions:</p> <p>The work schedule will include shift work as required. The Aquatic Leader 1 will be entitled to the benefits and conditions of employment as established in the C.U.P.E. Local 2979 Collective Agreement</p> <p>**** A CRIMINAL RECORD CHECK MUST BE COMPLETED</p> <p>**** DRUG AND ALCOHOL TEST IS REQUIRED</p>
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