



## Job Description

### Aquatics Supervisor

#### PURPOSE

The Aquatics Supervisor is a seasonal position whose responsibilities include but are not limited to the preparation of the aquatics program, training, motivate, schedule, supervise aquatics staff and ensures regulations are adhered to at the Otterville Pool. The Aquatics Supervisor reports to the Property & Facilities Manager and must be available to work various schedules which include days, evenings, weekends, and holidays. A satisfactory Vulnerable Sector Check is required.

#### EDUCATION AND QUALIFICATIONS

- Post secondary studies in recreation/leisure, or another related field.
- Certified in NLS/Lifesaving Instructors
- Certified in Lifesaving Swim Instructors
- Certified in Standard First Aid/CPR
- Minimum two (2) years' relevant experience in government or institutional setting is an asset.
- Superior leadership and organizational skills
- Knowledge of Occupational Health and Safety
- Excellent interpersonal, communication and problem-solving skills
- Excellent Microsoft computer skills
- A valid Class "G" Driver's Licence

#### RESPONSIBILITIES

- Responsible for the overall operation of the Aquatics program including but not limited to administrative functions, supervision, program development and program implementation.
- Ensure the highest standards of health and safety is observed and conducted in accordance with the Ontario Board of Health Regulations
- Schedule aquatics staff hours of work to ensure appropriate coverage is provided at the pool.

- Record staff hours of work on a timesheet and submission to the Director of Community Services for approval.
- Ensure the safety of all patrons and staff and respond to all emergency situations including but not limited to rescues and first aid.
- Prepare information and marketing strategies to promote the Otterville Pool public swim and lessons.
- Enforce all pool rules, regulations, and policies.
- Perform water safety testing as required.
- Maintains and ensures proper storage and cleaning of all pool equipment.
- Organize and schedules meetings with aquatics staff as required.
- Handle customer service inquiries, complaints, and concerns.
- Ensure all required qualifications and certifications are kept current and up to date.
- Provide progressive swim instruction and ensure proper documentation relevant to position is completed accurately and in a timely manner.
- Identify and report pool maintenance issues and health and safety concerns to the Property and Facilities Manager.
- Coaching/assisting with swim teams (which would include travelling to other pools).
- Perform other duties as required.

## **PHYSICAL EFFORT**

- Physical demands include but are not limited to swimming, standing, kneeling, moving, walking, lifting, carrying, climbing, handling equipment/supplies.
- Will include varying shifts of work including days, evenings, weekends, and holidays.
- May work in various degrees of temperatures including hot, noisy, humid, pool environment.

## **SUPERVISION**

- Day-to-day supervision of the Aquatics Staff including prioritizing and scheduling of work assignments, scheduling/time sheets.
- Report on performance concerns to the Property and Facilities Manager.

## **FINANCIAL**

The individual(s) in this position are required to assume financial responsibilities.

- Swim/lessons admission.

## **POLICIES & PROCEDURES**

An individual in this position is required to follow established policies and procedures.