

AQUATIC SUPERVISOR

EXEMPT STATUS:	Bargaining Unit	DIVISION:	Recreation Services
SALARY LEVEL:	Grid 2, Band 13	DEPARTMENT:	Community Services
LOCATION:	Various	SUPERVISOR:	Rec. Program Coordinator A&F
APPROVED BY:	Manager, Recreation Svcs.	DATE:	November 2020
POSITION HOURS:	40		

*Replaces: Aquatic Supervisor**Date last updated: January 2021*

SUMMARY: Working within a community development philosophy, this position provides day to day supervision of the administrative functions and activities of the aquatic staff and operations for the SCRD Aquatic Centres; provides life guarding services and instruction in aquatic programs.

KEY RESPONSIBILITIES *include:*

1. To provide life-guarding service and instruction in aquatic and fitness programs.
2. To schedule, co-ordinate and supervise the activities of the aquatic staff.
3. To develop remedies and strategies to resolve day to day system maintenance and operation issues related to pool functions.
4. To ensure compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.
5. To maintain up to date knowledge of the Workers Compensation Act and OHS Regulations applicable to the work being supervised; to comply with and promote safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include:*

1. Performs life-guarding duties and provides emergency or first aid assistance when required.
2. Assembles supplies and equipment and instructs aquatic programs.
3. Provides supervision and day-to-day work direction by, monitoring staff activities, orientation and training new staff in work routines and safe working procedures; resolving staff concerns, and evaluates performance.
4. Develops work schedules, reviews leave requests and staff timesheets as delegated by the manager.
5. Assists with regular staff meetings and prepares reports such as attendance and unusual incidents.
6. Performs administrative tasks such as the completion of chemical and maintenance sheets, staff log books, progress cards, safety inspections, check-lists and maintains inventory documentation.
7. Performs routine pool safety and maintenance checks; performs pools tests and adjust chemicals in pool accordingly; ensure scheduled maintenance tasks are completed.
8. Provides input to the Manager in the development and design of class curriculum; teaches aquatic skills to individuals and groups.

9. Responds to complaints or problems from users regarding a variety of matters such as service delivery, hours of operations.
10. Educates users on pool safety and enforces pool rules.
11. Prepares daily cash sheets and performs other basic bookkeeping duties involved in the processing of the pool revenue.
12. Contributes to the programming and special event promotion by generating theme and activity ideas for staff implementation.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Completion of Grade Twelve (12) or equivalent.
- National Lifeguard (Pool) certification
- Lifesaving Instructor
- Red Cross Water Safety Instructor Award
- CPR C (within one year)
- First Aid (Aquatic Emergency Care, Standard First Aid, OFA Level 2 or 3)
- BCRPA/CALA Fitness Leadership Training Certification
- Pool Operator's Level 1 Certificate
- WHMIS 2015 or current.
- Preference may be given to Pool Operator II Certificate, Lifesaving Instructor Trainer, Red Cross Water Safety Instructor Trainer, NCCP Coaching & Adapted Aquatic/Fitness Instructor and First Aid Instructor
- Minimum of two (2) years' experience in planning, organizing and scheduling a variety of activities preferably in a recreation setting.
- Experience in the instruction of aquatic programs and life-guarding services.

OTHER SKILLS/KNOWLEDGE

- Ability to lead, motivate, schedule and evaluate staff.
- Ability to plan, organize and prioritize workload.
- Effective interpersonal skills (tact, conflict resolution, discretion).
- Ability to communicate effectively to a variety of audiences.
- Ability to work with a minimum of supervision.
- Knowledge of pool equipment and maintenance procedures and the ability to diagnose and resolve equipment malfunctions.
- Knowledge of applicable regulations, including the BC Health Act and Red Cross and Life Saving guidelines, and WCB regulations.
- Knowledge of and experience with Microsoft Office Products including Excel, Word and Outlook.
- Satisfactory results from RCMP Criminal Records Check.