

# Town of Claresholm

<b>Job Title</b>	Aquatics Services Coordinator		
<b>Manager's Job Title</b>	Recreation Manager	<b>Salary Grade</b>	As per C.U.P.E. 3023
<b>Department</b>	Infrastructure/Recreation	<b>Date Created</b>	2024

## Aquatics Services Coordinator

### Reports To

Recreation Manager

### Job Summary

Under the direction of the Recreation Manager, the Aquatics Services Coordinator schedules, supervises, trains, mentors and onboards aquatic centre staff to ensure a safe and enjoyable environment. The Coordinator will supervise and safeguard the pool deck, provide first aid treatment where necessary and is responsible for the safety of patrons utilizing the pool facilities. Other responsibilities include Administrative Duties, invoicing, promotion of programs, scheduling, work orders for maintenance, maintaining the cleanliness of the pool area to ensure safety and ease of use of the facility and assisting the Recreation Manager as needed. The Aquatics Supervisor must have all required safety, first aid and lifeguard certifications.

### Competencies

- Accuracy – Able to process monetary transactions and balance till at the end of the day
- Organization – Able to create or maintain processes to ensure all relevant information is easily accessible.
- Problem solving – Able to break down a situation into smaller pieces to identify key analytical methods to come to a realistic conclusion.
- Attention to Detail – Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered
- Compassionate – Shows concern and empathy in a supportive manner to co-workers and customers
- Supervisor -- Team lead including delegating, scheduling, organizing staff job duties, motivating, resolving staff conflict and concerns

### Job Duties

#### **Administrative**

- Monitor Aquatic Centre operations and programs
- Approve lifeguard timesheets in a timely fashion
- Ongoing financial administration involved with the collection of fees including management and control of cash and receipts for Aquatic Centre.

## Town of Claresholm

- Monitor pool equipment condition, file reports accordingly, and ensure the Recreation Manager is aware of deficiencies
- Maintain procedure manuals, training documents, and other binders as pertaining to the Aquatic Centre
- Ensure that all federal, provincial and municipal laws, policies and procedures related to aquatic centre services are adhered to
- Process program registrations, pool rentals and deposits
- Read the communication log and initial
- Maintain and promote of the private lesson registrations
- Liaison with the schools for bookings throughout the school year
- Order merchandise and maintain the inventory list
- Schedule rentals & staff accordingly
- Create and maintain monthly pool schedule, and tri-annual program guide for the Aquatic Centre

### **Staffing**

- Assist Recreation Manager with hiring and evaluating Aquatic Centre staff
- Supervise, direct and coordinate Aquatic Centre staff in a respectful, supportive, harassment free work environment.
- Manage, implement and oversee scheduling to ensure the Aquatic Centre is staffed appropriately
- Direct and coordinate employment and training of employees to provide safe and efficient operation of the Aquatic Centre
- Coordinate certification list and work with management to determine the schedule for recertifications of the staff
- Mentor and assist part-time senior guards in preparing and delivering effective training
- Responsible to ensure the safety and use of safe practices of the junior guards and other senior guards on staff
- Assist with promotion of programs and lessons and to ensure sets are run efficiently
- Assist with the progressive discipline policy through coaching and documentation and provide ongoing communication with the Recreation Manager for formal discipline policy.

### **Lifeguard**

- Adhere to the Code of Conduct for National Lifeguards and Leadership Volunteers of the Lifesaving Society.
- Ensure pool procedures are reviewed and updated regularly
- Enforce all pool rules
- Safeguard lives and provide a safe and enjoyable swimming environment at or above the NL and LSI level for all patrons

### **Instructional**

## Town of Claresholm

- Teach or instruct in swimming, Aquafit and other lessons and programs
- The Coordinator, along with the senior guards, is required to train, supervise and mentor the junior guards on their shift ensuring safety and safe practices are being adhered to

### **Health and Safety**

- Ensure the Town of Claresholm safety standards and policies are always maintained.
- Supervise assigned areas to ensure the safety of all patrons
- Document and report to supervisor any incidents that occur during shift, provide the Town Human Resource Officer with a copy of incident reports in a timely fashion.
- Provide first aid treatment as required
- The Coordinator is expected to assist the Recreation Manager when requested with all duties assigned to them including, but not limited to, scheduling, programming, school booking etc.

### **Miscellaneous**

- Attend all staff training sessions planned throughout the year
- Be alert, physically fit, and ready to work
- Always be in proper uniform and suitable attire when on duty
- Have on file, and maintain at the pool, and at the Town of Claresholm Administration Office, a photocopy of current NL, LSI & SI and Standard First Aid and AED certifications as well as any other applicable awards.
- Be ready, and on deck, for your scheduled shift times.
- Assist in planning of lesson and program scheduling
- All other duties as assigned

### **Requirements**

- Must be 18 years of age or older
- Must provide a clean criminal record check including vulnerable sector check
- Current Standard First Aid and AED
- Current National Lifeguard Pool Award
- Current Swim Instructor and Lifesaving Instructor
- Ensure that all necessary qualifications and certifications are kept current
- Be willing to upgrade training as needed
- Must be flexible to work varying scheduled shifts
- Able to maintain a high level of physical fitness
- Team leadership and management skills
- Supervisory skills
- Decision making skills
- Effective verbal and listening skills
- Computer skills including the ability to use Microsoft Office Suite
- Effective communications skills
- Effective public relations skills
- Stress management skills
- Time management skills

## Town of Claresholm

- Maintain standards of conduct
- Possess cultural awareness and sensitivity

### **Work Conditions**

- Regular lifting, carrying and management of supplies for the practice of lifesaving techniques
- Lifting and carrying of persons in the pool during swim instruction
- Loud/noisy work environment
- Extended periods of time in the pool for lessons and instruction
- Exposure to chemicals used in the pool
- Exposure to cleaning products