

**ESQUIMALT
POSITION DESCRIPTION**

Position No.: 421
Effective Date: 2002
Amended: September 2018

Position Title:	Aquatic Supervisor
Department/Division/Section:	Parks and Recreation/Recreation

POSITION FUNCTION

Provide leadership and support for the Esquimalt Recreation Centre Aquatic Program.

KEY DUTIES

Assist the Aquatic Programmer in the development of aquatic programs and special events. This includes the assessment of program needs, the development and supervision of program details, liaise with Parks and Recreation Department staff, customers and user groups, and the evaluation of programs and events. The Aquatic Supervisor will assist in the preparation of program schedules for the swimming pool.

Oversee the daily operation of the aquatic program to ensure all safety, risk management, emergency response / first aid, program, and facility standards are maintained.

Assist the Aquatic Programmer in the provision of daily leadership and support to aquatic instructors and life guarding staff. The Aquatic Supervisor will assist with program staff recruitment, scheduling, leadership development, training, and evaluation. Work will also include the assignment of work on a daily basis to aquatic program staff.

Perform a number of administrative tasks including maintenance of program supplies, inspection of aquatic equipment and facility areas, preparation of aquatic program reports and correspondence, co-ordination of incident reports, payroll reporting, and general record and file keeping. The Supervisor will assist the Programmer with the purchase of aquatic program supplies and materials.

Perform regular lifeguarding and program instructor duties as required. Program leadership duties will include set up and take down for aquatic events and programs, event leadership, development of marketing materials, implementation of aquatic prevention and education strategies, customer service and required facility and equipment maintenance.

Perform related duties where required.

INDEPENDENCE

Work is assigned by supervisor or performed according to established routine.

Work is reviewed while in progress by supervisor.

Problems such as incidents or accidents, serious complaints from patrons and schedule changes are referred to supervisor.

WORKING CONDITIONS

Physical Effort:

Standing and walking on cement deck and lifting patrons in and out of water (occasional).

Mental Effort:

Moderate periods of intense concentration while scanning the pool (often)

Visual/Auditory Effort:

Visual scanning of the pool in large noisy environment (often).

Work Environment:

Pool deck - Exposure to humidity, germs, noisy environment; walk on slippery deck (often).

KEY SKILLS AND ABILITIES

Understand and apply the principles of water rescue and first aid.

Understand the principles of recreation and swim instruction for all ages and abilities.

Operate a variety of pool and safety equipment.

Physical ability to lift and carry people during emergencies.

Ability to perform multiple tasks.

Ability to communicate verbally and in writing in an articulate and respectful manner.

Excellent customer service skills and ability to deal with customers and staff in a courteous and tactful manner.

Ability to organize and support the work of others.

Ability to maintain accurate manual and computer records

Computer Skills –keyboard and data entry skills, working knowledge of word processing and spreadsheet programs.

QUALIFICATIONS

Formal Education, Training and Occupational Certification:

Diploma in Recreation or other related diploma

National Life Guard Certification

Red Cross Swim Instructor Certification

Standard First Aid Certification

C.P.R. Level C.

Experience:

Minimum two years related experience or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.
May be requested to substitute in a more senior position.