



MUNICIPALITY OF PORT HOPE

JOB DESCRIPTION

Position: Aquatic Co-ordinator

Department: Parks, Recreation and Culture

Purpose of the Position:

The Aquatic Co-ordinator is responsible to plan, develop, promote, co-ordinate and implement aquatic programs based on community interest, trends and budget requirements; schedule, train and supervise aquatic staff at the Jack Burger Sports Complex; and ensure compliance with all legislation pertaining to swimming pool operations.

Responsible to: Program Manager, Parks, Recreation and Culture

Supervises: Temporary full-time and part-time Aquatic staff (Lifeguards, Instructors, Cashier)

1.0 RESPONSIBILITIES:

(The following sets out the principle functions of the position and shall not be considered as a detailed description of all work requirements).

- 1.1 Shall supervise and train staff by scheduling hours of work, assigning tasks, monitoring and providing feedback on tasks and skill development, evaluating skill requirements and individual abilities, identifying, planning and providing skill development training;
- 1.2 Shall develop a pool schedule based on the community needs and user group requirements; annually evaluate the needs of the user groups and re-align the schedule to meet those needs; assess staff skill level relative to program requirements and determine (modify as necessary) staffing schedule which meets both program needs, skill requirements and staff availability;
- 1.3 Shall consult with user groups and participants to determine program needs and incorporate programs based on research of aquatic trends; adjust programs to meet the demographics of the community and maximize program participation;

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- market, advertise and evaluate programs; identify, plan and co-ordinate special events; incorporate a 'service focus' in all activities and interactions with the public;
- 1.4 Shall manage the aquatic program registration process by scheduling and training staff for the registration process, monitoring information on completed registration forms for accuracy and completeness, monitor and receive daily deposits of registration costs; review registration information and confirm programs to be offered or cancelled, schedule staff and pool; address public inquiries regarding program offerings/schedule;
 - 1.5 Shall teach aquatic classes which may not be accommodated by staff scheduling; shall teach and evaluate all advanced lifesaving and lifeguarding courses or arrange alternate staff trained to the level required; shall be on deck supervising life guards and training as required;
 - 1.6 Shall process revenue and expenses on a weekly basis; complete deposits on a weekly basis and monitor account discrepancies; shall order and inventory stock for the Pro Shop and Canteen;
 - 1.7 Shall perform administrative tasks as required including but not limited to the following: develop, implement and revise (as required) Pool Operation Policy and Procedures; develop and maintain accurate and efficient records management system for Aquatics; provide reports, information updates, statistical summaries and internal correspondence on an ongoing basis; administration of adherence to authorized provider agreements (e.g. Red Cross); service provider contract management; contribute and co-ordinate aquatic information for the Leisure Guide publication;
 - 1.8 Shall adhere to high standards of ethical behaviour and demonstrate his/her understanding that his/her personal actions impact the public's perception of the Municipality; and
 - 1.9 Shall perform other duties as assigned by the Program Manager or designate.

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2.0 KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- 2.1 High school diploma plus current certification in National Lifeguard Service, Standard First Aid, CPR “C” with AED, Water Safety Instructor and Lifesaving Instructor
- 2.2 Two or more years of Lifeguard and Aquatic Instructor experience, Supervisory experience and program development experience;
- 2.3 Preference will be given to those with education in Recreation and Leisure or Recreation Facility Management as well as those trained in Bronze Cross Examiner, Instructor Trainer, NLS Instructor and Examiner, Aquatic Supervisory Training
- 2.4 Knowledge and understanding of how to operate safety equipment (AED, Spinal Board);
- 2.5 Current working knowledge of Ontario Health Regulations related to pool operations and Ministry of Labour Standards;

Skills and Abilities

- 2.6 Intermediate computer skills including expertise on Email, Word, Excel and design/graphic software;
- 2.7 Verbal communication skills including courtesy, tact, discretion, explanation and counselling;
- 2.8 Written communication skills including grammar/spelling skills for proofreading, editing and writing of reports/correspondence;
- 2.9 Customer Service Orientation;
- 2.10 Interpersonal and team building skills;
- 2.11 Adult teaching/training skills; and
- 2.12 Organizational and time management skills.

3.0 OTHER

- 3.1 Valid and satisfactory ‘G’ license is required; and
- 3.2 Valid and satisfactory Police Records Check with Vulnerable Sector Search

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4.0 WORKING CONDITIONS:

- 4.1 Primarily office environment with lesser amount of time spent in the pool and on the pool deck;
 - 4.2 Heavy lifting required to demonstrate and/or perform emergency removal of individuals from the pool;
 - 4.3 When lifeguarding, significant standing is required;
 - 4.4 Significant interruptions from staff or public;
 - 4.5 Occasionally required to work evenings or weekends to instruct or supervise instruction or activities.
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Position: One year contract

Hours: Average of 35 hours per week with some requirement to work evenings and weekends

Compensation: Hourly range from \$23.36 to \$28.39 based on 2009 rates

Benefits: Not included.

Application process: Please submit your resume by **Monday March 22, 2010** to:

Human Resources Manager

Email: HR@porthope.ca

Municipality of Port Hope

Fax: 905-885-7698

56 Queen St.

Phone: 905-885-4544

Port Hope ON L1A 3Z9

The Municipality of Port Hope thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Municipality of Port Hope is an equal opportunity Employer.