

POSITION:	Aquatics Co-Supervisor (2)
DEPARTMENT:	Parks and Recreation Department
REPORTING TO:	Director of Parks and Recreation
WORK HOURS:	35 +/- hours per week
HOURLY RATE:	Currently under review
DURATION:	Up to 18 weeks, May 8, 2023 - September 1, 2023

JOB SUMMARY:

The Lifeguard Supervisor will provide full supervisory support to lifeguards/instructors as well as the quality control of programs offered at the heated outdoor St. Andrews West swimming pool. This position will also be involved in establishing affiliations with partner associations such as the Canadian Red Cross, Lifesaving Society and the Eastern Ontario Health Unit.

PRIMARY DUTIES:

- Supervise aquatic staff, including schedule creation, training, completing incident reports and performance evaluations.
- Plans and assists in the facilitation of pool programming such as Swim for Life swimming lessons, Bronze certification courses, speed swimming, public swimming and rentals.
- Establish and maintain relationships with the Lifesaving Society and Eastern Ontario Health Unit.
- Use BookKing software to set up all swim activities for online registration. Continue to use BookKing for managing rosters, registrations, withdrawals, etc.
- Responsible for educating attendees of the policies and procedures related to pool/swim safety.
- Monitors activities of the swimming pools while ensuring the highest standard of lifeguarding with an emphasis on the prevention of accidents and injuries
- Maintain order and ensures proper conduct of persons using the facility.
- Provide excellent customer service to all internal and external customers.
- Ensure a clean and safe environment at all times.
- Monitor chemical levels of the pool and conduct minor pool maintenance such as skimming and vacuuming.
- Complete general administration duties as required.
- Adhere to high standards of the employee code of conduct and demonstrate understanding that their personal actions impact the public's perception of the Municipality.
- Perform other duties as assigned by the Director of Parks and Recreation or Parks and Recreation Coordinator.

KNOWLEDGE, SKILLS AND ABILITIES:

- Currently enrolled or recently graduated from a post-secondary education program.
- Hold a valid Ontario Class G driver's license.
- Valid National Lifeguard (NL) and Swim Instructor (SI) training and certifications.
- Lifesaving Instructor certifications are encouraged.
- Computer skills including Email, Word, Excel.
- Able to work with patrons of varying age groups.
- Strong leadership skills.
- Independent decision-making, problem solving and analytical skills.
- Current knowledge of provincial legislation and health and safety as it relates to aquatic operations.
- Knowledge of lifeguarding rules, regulations and practices.
- Ability to work with minimal supervision and exercise considerable independence of judgment.
- Ability to communicate effectively both verbally and in writing with coworkers and public
- Work independently and be able to work in a team environment.

APPLICATION PROCESS:

Please submit your cover letter/resume on our website at southstormont.ca/careers.