

**TOWN OF PORT McNEILL
AQUATICS
JOB DESCRIPTIONS**

POSITION TITLE:

Aquatics Supervisor

REPORTS TO:

Administrator

Position Summary:

To plan, initiate and monitor the provision of a wide variety of aquatic programs and services, and to assist when necessary in certain administrative tasks associated with the operation of Recreation Services.

Duties and Responsibilities:

1. Obtain thorough knowledge of, and comply with, the Town's safety policies and ensure the compliance of these policies with employees under your direction
2. Prepare and present the annual program budget to the Financial Administrator for inclusion in the overall Town budget
3. Implement approved program budget
4. Prepare an annual program report for inclusion in Recreation services annual report
5. Prepare program reports for inclusion in board agendas if necessary
6. Within the budget guidelines, establish and implement a diversified program of aquatic activities for the citizens of the town
7. Within the budget guidelines, develop and supervise a Red Cross endorsed swimming lesson program
8. For all programs, ensure qualified staff are hired and supervised in the implementation of the aquatics program
9. Where possible, encourage the involvement and development of volunteers in the delivery of programs to the public
10. Assist community groups/volunteers with advice and expertise when needed in the delivery of aquatics programs.
11. Ensure that water quality tests are conducted in the prescribed manner
12. Develop and implement efficient registration procedures
13. Within budget guidelines, employ all available methods of advertising, marketing and communicating the programs and services of the aquatics program and Recreation services to the public
14. Liaise with the other programming groups in the area to avoid duplication of programs and services
15. Create a safe and comfortable environment for patrons
16. Perform other related duties as required

Required Knowledge, Abilities and Skills:

1. **Communication** – must have good verbal and written communication skills, be able to deal with the public, developers, planners, Government Departments, and other pertinent groups
2. **Organization** – must be able to organize and plan day to day activities, and schedule work assignments to ensure tasks are completed as required
3. **Supervision** – should possess some supervisory experience and be able to interview, hire, motivate and evaluate program instructors and summer staff
4. **Philosophical** – must have a sound philosophical understanding of recreation and leisure services and its importance in the community

Education and Experience Required:

1. Recreation Programming or Recreation Administration Diploma (desirable)
2. Three (3) years of experience in the field, or equivalent
3. National Lifeguard Service Certification
4. Aqua Quest Instructor
5. Standard First Aid/AEC
6. Lifesaving instructor
7. CPR – level C
8. Pool Operators Level 1
9. WHMIS-Workplace Hazardous Materials Information System

Other Considerations:

1. BCRPA Certified Fitness Instructor (aquatics) - preferred
2. National Lifeguard Service Instructor
3. Aquatic Emergency Care Instructor
4. Aqua Quest Instructor Trainer
5. Lifesaving Instructor Trainer
6. Pool Operators Level 2

Note: This position may be combined with the Programmer/Head Guard position.