



Job Description

Aquatic Leader

Nelson & District Community Complex
Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Head Lifeguard and Head Instructor

TITLE OF IMMEDIATE SUBORDINATES: Lifeguards, Swim Instructors, Aquatic Program Instructors, Lifeguard Supervisor 1s and Aquatic Volunteers

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the general direction of the senior members of the Aquatic Leadership Team, the Aquatic Leader is a member of the Aquatics Leadership team and provides operational supervision of the Aquatic Department and monitors pool use to ensure that the daily operation is following departmental policies and safety standards.

The position involves providing mentorship to staff while performing lifeguard and instructional duties, a variety of custodial and facility maintenance tasks and assisting with the operation and delivery of aquatic programs, recreation programs and special events.

This role requires the individual to demonstrate strong leadership abilities and possess a strong functional knowledge of operating procedures. The Aquatic Leader is positive and responsive when dealing with the public and user groups and performs as a professional and dedicated team player in providing the best possible aquatic service to the community.

ROLE AND RESPONSIBILITIES:

As a member of the Leadership team, responsibilities include, but are not limited to:

Leadership

1. Supervises aquatic staff including, but not limited to: performing evaluations and staff development training
2. Attends, participates and leads components of, regular scheduled in-service training sessions and meetings throughout the year
3. Provides coaching, mentoring, feedback and course correction to Aquatic staff
4. Ensures the professionalism of aquatic staff and leads by example
5. Supports leadership initiatives and projects to ensure that the Aquatic team achieves departmental goals

Operations

6. Responsible for the opening and closing of the aquatic center and oversight of the daily operations of the pool as scheduled
7. Perform all tasks of Lifeguard and Swim Instructor as scheduled

8. Fill shift vacancies, make adjustments to staff work schedules and make assignment of extra tasks as required
9. Coordinate and assign private lessons as required
10. Complete daily operational checks
11. Complete administrative duties and related assignments
12. Communicate effectively and proactively with Aquatics Leadership Team, and make recommendations for improvements or operational needs
13. Make day-to-day decisions regarding patron safety and ensure lifeguard to bather ratios are adequate
14. Assist with maintaining sufficient inventory of first aid supplies, uniforms, and swim lesson supplies
15. Complete reports; shift reports, incidents and accidents. Conduct research and prepare reports as required
16. Report mechanical failures, accidents, and other relative information to Facility Maintenance Foreman, Head Lifeguard and/or Aquatics Programmer as appropriate

Safety

17. Ensure compliance with Health and Safety legislation
18. In absence of the Head Lifeguard, provide new employees with safety orientation, and WHIMIS training and follow up as required
19. In absence of Head Lifeguard or Head Instructor, act as a person in charge of emergency procedures and action plan for staff
20. Monitor activities of the swimming pools by ensuring the highest standard of lifeguarding with an emphasis on the prevention of accidents and injuries

Patron Experience

21. Responsible for trouble shooting and handling customer concerns
22. Responsible for educating the public regarding the policies and procedures related to bather safety
23. Provide excellent customer service to all internal and external customers and lead others to do the same
24. Assist with customer service, program registration and answering telephones when necessary

Other

25. Perform other related duties as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- All knowledge, skills & abilities as listed in the Lifeguard and Swim Instructor Job Descriptions
- Demonstrated ability to deal courteously and effectively with the public
- Demonstrated ability to work with minimal supervision, exercise considerable independence of judgment / action in the operation of the aquatic center
- Demonstrated ability to effectively manage workplace conflict with co-workers and de-escalate patron issues
- Demonstrated ability to communicate effectively with Supervisors, co-workers and members of the public

- Strong Leadership and team qualities for supervisory and peer interactions and relationships
- Ability to demonstrate ownership of personal development and the development of the team as a whole
- Demonstrated ability to assess the performance of aquatic staff and to provide appropriate and timely feedback in response
- Ability to meet various deadlines in a constantly changing service environment
- High level of creativity and flexibility and a willingness to adapt to change
- Commitment to the RDCK Values: Health and safety, Integrity, Accountability and Respect
- Minimum 1 year of Supervisory experience plus a minimum 1 full-time year in Aquatics or acceptable equivalent combination of experience

REQUIRED LICENSES AND CERTIFICATES:

- Current NL and Current Red Cross Water Safety Instructor
- Current Standard First Aid, CPR C/AED
- One of Current Life Saving Instructor or Current Aquatic Supervisor Training at point of hire, with the expectation that the additional certification will be obtained within one year of hire
- Satisfactory Criminal Record

PREFERRED LICENSES AND CERTIFICATES:

- Pool Operator Level 1 and 2
- SEE Auditor
- Valid Drivers License and satisfactory drivers abstract
- Additional Leadership Aquatic certifications are considered assets

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date