



**Position Description**  
Non-Union (Summer Position)  
AQUATICS DIRECTOR  
**Parks, Recreation & Culture Department**  
April, 2018

**POSITION SUMMARY:**

The Parks, Recreation & Culture Department's areas of responsibility consists of Victoria Park, the Outdoor Pool, Colchester Legion Stadium, parks and green spaces throughout Town, Outdoor Rinks, flower beds, Victoria Square, Civic Square, TAAC Grounds, walking trails, sports fields, Kiwanis Park, planters and litter collection.

Under the direction of the Active Communities Coordinator, the Aquatics Director is responsible for the day-to-day operation of the Victoria Park Pool, including staff management, providing life guard duties, swimming lessons, aquatic programs and services, while ensuring the safety and enjoyment of the general public. Additionally, this position requires familiarity with cleaning and maintenance of pool equipment.

**REPORTING RELATIONSHIPS:**

**Reports To:** Active Communities Coordinator

**KEY WORKING RELATIONSHIPS:**

- Internal:**
- Parks, Recreation & Culture Department
  - Other Town Departments
- External:**
- Red Cross Society of Canada
  - Life Saving Society
  - Community Groups and Organizations

**RESPONSIBILITIES/ACCOUNTABILITIES:**

- Participate in, supervise, and manage day to day operations;
- In collaboration with Active Communities Coordinator, maintain operational budget;
- Maintain and update aquatic program policies and procedures;
- Maintain a high level of risk management in all areas of business;
- With Assistance from the Active Community Coordinator ensure adherence to all hiring policies and procedures;
- With Assistance from the Active Community Coordinator facilitate the orientation of all staff,
- Assume full responsibility for the evaluation and development of aquatic staff, with emphasis on training and mentoring;
- Provide clear direction to the aquatics team, including clarification of roles and responsibilities;
- Develop staff schedules while ensuring that high and low periods of activity are covered efficiently and effectively, while maintaining adequate supervision;
- Development of programs, events, promotions, and classes that ensure we are meeting the needs of the community;
- Supervise/teach swimming lessons and perform lifeguard duties, as required, meeting all needs for high level training/examination in house as much as possible;
- Ensure equipment and supplies required for operation are completed in compliance with purchasing policies;

- Adhere to the Policy and Procedures of the Parks, Recreation & Culture Department;
- Take a lead role and/or provide assistance in emergency situations; complete follow up action and associated reports and advise the Active Communities Coordinator as soon as possible;
- Supervision of staff and patrons of Victoria Park Pool;
- Maintain pool equipment, first aid supplies and facilities;
- Participate in training opportunities;
- Perform administrative tasks including daily reports, safety checks, incident and accident reports;
- Other duties as may be required within the scope of the position.

**QUALIFICATIONS:**

- Completion of grade twelve (12) or equivalent;
- Minimum of 1-3 years of supervisory experience in aquatics;
- Minimum of 3-5 years of experience in delivery of aquatic youth and adult programming;
- Current National Lifeguard Service (NLS) Certification;
- National Lifeguard Instructor Certification, an asset;
- Lifesaving Examiner, an asset;
- Current Water Safety Instructor Certification;
- Current Standard First Aid with CPR-C and AED;
- Completion of Workplace Hazardous Material Information System Training (WHMIS);
- Excellent organizational and communication skills;
- Self-starting, possessing the ambition and ability to carry out work with minimal direction and supervision;
- Strong written and verbal communication skills;
- Strong interpersonal skills and ability to establish rapport with clients;
- Proven track record of programming excellence and dedication to safety;
- Demonstrated ability to meet multiple, competing deadlines.

**SPECIAL REQUIREMENTS:**

- Required to submit a current Police Records Check with Vulnerable sector screening.

**WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:**

- Physically able to perform rescues;
- Outdoor environment;

**AUTHORIZING SIGNATURES**

Director of Parks, Recreation & Culture:

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*(Signature)*

*(Date)*

Active Communities Coordinator:

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*(Signature)*

*(Date)*

Incumbent:

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*(Signature)*

*(Date)*