



## Aquatic Team Leader

An Eligibility List may be established from this job posting – The duration of the eligibility list will be 6 months. Future vacancies will be filled by going to the next highest ranked candidate until the eligibility list expires. The City wishes to thank all applicants for their interest but only those candidates selected to advance in the recruitment will be contacted. Note that only those candidates eligible to legally work in Canada will be considered.

**Number of Hires Needed:** 1

**Status of Position:** Permanent Full Time

**Range:** \$29.56 to \$34.78

**Hours Per Week:** 5 X 7 Hours

**Guaranteed Minimum Hours:** 35

### Job Summary:

The incumbent supervisors pool attendees and limited staff, instructs aquatic lifesaving, and first aid courses, provides support of administrative and supervisory staff, provides emergency care in minor and major first aid situations, tests water and assists with the development and implementation of in service and aquatic programs.

### Duties and Responsibilities:

1. Under the direction of the Aquatic Supervisor, organizes, trains, and orientates staff and volunteers on their shift, contributes to recruitment, performance appraisals and disciplinary action for Aquatic Staff.
2. Monitors the pool users and enforces standards of conduct and decorum, responds minor and major emergency first aid situations, and responds to enquires from public.
3. Prepares and implements lesson plans and instructional material for various aquatic, lifesaving, and first aid courses, including candidate progress reports, preparing and maintaining statistical reports/records and maintaining data bases.
4. Under the direction of the Aquatic Supervisor assists with the development and implementation of in-service training, program activities and special events.
5. Researches and purchases aquatic and first supplies and assists with maintaining inventory of these supplies.
6. Maintains a professional image to the public and ensures all interaction with public in the aquatic centre is conducted in a professional way.
7. Performs limited custodial maintenance and minor repairs to the aquatic facility and equipment.
8. Performs water tests, recognizes and reports any problems.
9. Under the direction of the Aquatic Super visor, submits information for promotional material including the Active Living Guide.

10. Acts as Aquatic Supervisor as assigned.
11. Functions as the “Canada Games Centre Supervisor on Duty” on weekends and evenings, as assigned.

This position contains elements necessary for identification and evaluation of the job. The incumbent may be required to perform other related duties.

## Working Conditions:

Frequent exposure to a hot humid environment, loud noises, some exposure to dirt and bodily fluids.

## Required Knowledge, Skill and Abilities:

- Completion of Grade 12
- 2 years of Lifeguard and Instructor experience
- NLS Pool option
- I Can Swim Teacher
- Lifesaving Society Instructor
- Standard First Aid
- CPR Basic Rescuer
- Pool Operator Level 1
- 2 of the following awards: I Can Swim Teacher Course Conductor, Aquafit Instructor certification, NLS Instructor, LS Instructor Trainer, First Aid/CPR Instructor
- Demonstrated instructor, supervisory, decision –making and interpersonal skills

An equivalent combination of education, training and experience may be considered.

## Examples of Equipment to Operate:

First Aid equipment, audio visual equipment, computer with applications such as Outlook, Word, CLASS, ERP, Windows, and Excel, digital photography programs, City Vehicle, water test kits.

## Additional Application Instructions

The City of Whitehorse will only accept job applications through their online e-recruitment system. Job seekers are required to create an online profile and submit their application electronically through this system. Please visit [www.whitehorse.ca/careers](http://www.whitehorse.ca/careers) for more details and to set up an account.