



JOB DESCRIPTION

POSITION: Supervisor, Outdoor Aquatics (Seasonal)

GENERAL ACCOUNTABILITY:

The Supervisor is responsible for the safe operation of the aquatics facility, development of aquatic programs, recruitment and training of aquatic staff, and prompt and efficient maintenance and reporting of repairs to the Operations and Facilities Manager.

In addition, this position may be required to provide support in the development and implementation of other recreation services and programs.

PRIMARY RESPONSIBILITIES:

- Provides a safe and secure environment for patrons and employees at the Dr. Landers Memorial Pool.
- Ensure the aquatic centre follows Provincial and Alberta Public Health Regulations, and that pool operations and all areas of programming meet or exceed all identified Aquatics Safety Standards.
- Demonstrates excellent customer service by being friendly, courteous and helpful to all patrons and employees.
- Assist in the process of evaluating, and coaching all employees and volunteers related to the delivery of aquatics customer service.
- Assist with staff orientation to include employee specific job responsibilities, positive customer service and public relations skills, effective ways to handle customer complaints, diversity and human rights in workplace training, etc.
- Maintain accurate financial records, facility reports, and statistics relating to aquatic attendance and programming.
- Admissions to the facility, sale of confectionaries, campground registrations and program registration sales.
- Maintain adequate stock for resale, record accurate stock/sales
- Manage campground bookings, questions and concerns.
- Have basic computer skills, with experience in Word, Excel, and Outlook
- Be flexible as the position requires shift work

MINIMUM QUALIFICATIONS:

- Proficient knowledge in the areas of lifeguarding, swimming instruction, and emergency procedures
- Current certification as a Life Saving Society Instructor that is valid throughout employment
- Pool Operators Certification Level 1 with ability to progress to Level 2
- Valid NLS certification
- Valid First Aid or Aquatic Emergency Care/CPR
- First Aid Level C including CPR which includes A.E.D.
- Lifesaving Society Instructor Certification (LSI)
- National Lifeguarding Services Certification (NLS)

- Lifesaving Society Aquatics Supervisor Training (A.S.T.)
- W.H.M.I.S Certification
- 5 seasons experience with pool operations and working with public.

WORKING CONDITIONS:

There will be a considerable amount of outdoor work required as well as the necessity to work with hazardous materials. Work will require availability on weekends, evenings and holidays.

JOB POSTING INFORMATION:

Interested candidates may submit cover letter and resume in one of the following ways:

Mail or Drop Off: Town of Turner Valley Municipal Office
514 Windsor Ave., Box 330, Turner Valley, Alberta T0L 2A0

Fax: 403-933-5377

By E-mail: craigb@turnervalley.ca

Website: www.turnervalley.ca