

POSITION TITLE: Aquatic Coordinator – permanent, full time

Reporting to the Facility Services Supervisor, this position is responsible for assisting with the overall operation of the Aquatic facility, which includes programming, daily operation, maintenance, supervision of staff, scheduling and booking, and perform lifeguarding and instructing duties as outlined by the Facility Services Supervisor.

SUMMARY OF FUNCTION

- Hire, supervise, train and schedule all aquatic staff.
- Ensure that the aquatic staff are carrying out their duties and responsibilities safely and efficiently.
- Mentor and evaluate the staff involved in water safety instruction and lifeguarding.
- Build a strong, professional team that has a focus on safety, customer satisfaction and creating an excellent customer experience
- Participate in all pool maintenance and ensure that the filtration and all other mechanical equipment functions properly.
- Act as lifeguard or instructor and fill in as required to cover staff illnesses which could entail coverage of morning or weekend shifts.
- Provide excellent customer service.
- Ensure that all customer inquiries are handled proficiently and professionally.
- Ordering and purchasing necessary program supplies and pool chemicals within the assigned budget.
- Maintain and interpret statistics for program usage & coordination and use this information to adjust programs for improved efficiency and customer satisfaction.
- Submitting all programs and facility bookings into the recreation software and preparing contracts for aquatic facilities.
- Plan and implement public swims, pool special events, aqua fitness, specialty programs, camps, private lessons or parties.

TRAINING AND EXPERIENCE REQUIREMENTS

- Grade 12 or equivalent with minimum of 3 years in a supervisory role
- Ability to supervise and motivate staff
- Strong Verbal and Written communication
- Thorough knowledge of aquatic and recreation programs
- Competency in areas of leadership and as a team player within the department
- Exemplary customer service skills
- Current certifications include NLS Award, NLS Instructor, SFA/CPR C Certification, Pool Operator level 1 & 2, Aquatic Fitness Instructor, WHIMIS Training, WSI Award, WSI Trainer
- Strong ability to troubleshoot mechanical problems
- Must be able to meet Lifeguarding fitness requirements

This is a terrific opportunity to work in a professional, team focused environment. You have a strong desire to be major contributor to the success of a vibrant and growing organization. If you are up to the challenge of taking ownership and wanting to make a difference, this is an ideal situation. We offer competitive rates,

Profit from work-life

balance

tremendous benefits package and an excellent work/life balance situation. If this position intrigues you, please submit your resume in confidence specifying which position you are applying for, by August 6, 2017, to:

Town of Sylvan Lake

5012 – 48 Avenue, Sylvan Lake, AB T4S 1G6

Attention: Human Resources

F 403 887 3660 | dscott@sylvanlake.ca



Sylvan Lake