



Aquatic Shift Leader
Full Time/40 hrs weekly

Classification Level: \$21.24 /per hour

Reports To: Supervisor Aquatic Programming a/o Supervisor Aquatic Operations

Position Summary:

The Aquatic Shift Leader is responsible for ensuring an effective, efficient and safe operation of the aquatic centre guidelines, procedures and safety of the staff and patrons in the aquatic centre. This position is designated as the shift leader when the Supervisor Aquatic Operations Staff, Supervisor Aquatic Programming Staff and Coordinator Aquatic Operations staff are not on site. The individual will be required to work outside of traditional business hours to ensure the fulfillment of facility and patron requirements.

Duties and Responsibilities:

- assist with leadership, mentoring, training, and supervision to the aquatic staff
- ensure safety for aquatics patrons and staff by implementing and following LRC policies and provincial legislation
- ensure excellent customer service is being provided in a safe and enjoyable atmosphere
- assist to educate the public regarding the LRC policies and procedures related to aquatics
- follow established operational and maintenance guidelines of the facility
- assist and ensure a high standard of cleanliness is maintained in the aquatic and change room areas
- complete daily operational checks, mechanical tasks, water tests, monitor water quality and complete filtration tasks
- responsible for teaching a wide variety of swim programs and lifeguarding, as required
- perform rescues and first aid, as required
- alter shifts or call in staff, as required
- complete administrative duties and related assignments, as required
- recruit outside services, as required
- assists with the day to day operations of the aquatic centre
- perform other related duties and responsibilities, as required

Qualifications:

Education:

- Grade 12 diploma and the necessary experience, knowledge and skills through a combination of formal education and field experience

Qualifications:

- National Lifeguard Service (NLS) Certification OR Red Cross Lifeguard Certificate (RC LG)
- Aquatic Emergency Care (AEC) OR Standard First Aid (SFA), CPR, CPR-C, AED and O2 Certification
- Red Cross Water Safety Instructor (WSI)
- Lifesaving Instructor
- Pool Operator Level 1
- Pool Operator Level 2, would be an asset
- AFLCA / Speedo Water Art Fitness Instructor, would be an asset

Experience:

- Minimum of 1-2 years aquatic experience
- Supervision and leadership experience

Knowledge, skills and abilities:

- exceptional customer service focus
- independent decision making, problem solving and analytical skills
- teamwork and cooperation
- knowledge of Risk Management and Occupational Health and Safety practices
- possess exceptional organizational and time-management skills with the ability to multi-task and prioritize workload efficiently
- superior interpersonal, public relations and verbal communication skills
- able to promote positive internal & external customer relations
- ability to attend all required training and in-service sessions

Working Conditions:

These positions require prolonged periods of pool and dry land instruction. Extensive contact with the public, in person, is required.

Qualified individuals are asked to submit an up-to-date resume and cover letter that clearly outlines how you meet the above requirements. This competition will remain open until 4:30 pm, May 16, 2012. Please submit to:

Human Resources
City of Leduc
#1 Alexandra Park
Leduc, Alberta T9E 4C4
Fax: (780) 980-7127
Email: resume@leduc.ca

Visit our website at: www.leduc.ca/jobs