

Cultivate Your Career



AQUATICS OPERATIONS COORDINATOR PERMANENT FULL-TIME POSITION

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Recreation & Parks
Location	4 Cunningham Road, St. Albert
Compensation	\$59,831 – \$72,793 per annum
Closing Date	September 21, 2018
Competition #	18/180

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 66,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The Recreation & Parks department is seeking to fill a permanent Aquatics Operations Coordinator position. As the Coordinator you may be assigned to work at Fountain Park Recreation Centre or the Landrex Water Play Centre at Servus Place. Reporting to the Manager, Aquatics Services the Coordinator is responsible for the on-site and overall day-to-day operation and supervision of the centre facilities and amenities. A key aspect of this position will be hiring, training, scheduling and supervising a large staff team including Head Lifeguards, Lifeguards, Waterslide Attendants and Aquatics Helpers. The Coordinator provides leadership and will create a positive working environment through coaching, training, and team building, as well as fostering collaboration with other business units.

The Coordinator also ensures there are current policies and procedures related to all operations and maintenance practices, work lists and checklists in place. The incumbent will follow up on all shift reports and ensuring regular reporting and record keeping requirements are met. Responsibilities also include coordinating work schedules for facility cleaning and assisting with facility shutdown and amenity closures.

Our ideal candidate will possess a broad range of knowledge and skills including: aquatics operations and maintenance, staff management, customer service, budget maintenance, and health & safety. This position involves a lot of interaction with a variety of internal and external clients, so a commitment to creating positive customer experiences and strong communication skills are essential.

QUALIFICATIONS

- Completion of, or working towards completion of, a diploma, preferably in Recreation combined with a minimum of 3 years of aquatics operations and staff management experience. Significant industry experience combined with a certificate in a related field may be considered as equivalencies.
- Swimming Pool Operator Training Level 1 is required; Level 2 would be an asset.
- Current National Lifeguard Certification Awards by the Lifesaving Society: National Lifeguard Pool, Aquatic Emergency Care, Oxygen Administration, CPR-C and AED
- Thorough understanding of facility operations with the ability to interpret, create and recommend various operational and business practices.
- Conversant with Microsoft Office and staff scheduling software (WhentoWork).
- Health and Safety Supervisor Training would be an asset.

HOURS OF WORK

Compressed work schedule of 72 hours bi-weekly (Tuesday-Saturday, with a regular day off [RDO] every two weeks). The incumbent is occasionally required to be available on evenings and weekends to provide support and troubleshooting in case of emergency. This position will be required to work some evening and weekend shifts as part of a rotation of Aquatics Team Lead staff and as required to meet operational needs.

COMPENSATION

\$59,831 – \$72,793 per annum. In addition, the City of St. Albert offers a generous and comprehensive flexible benefit package.

The successful applicant will be required to obtain a clear vulnerable sector police information check.

Qualified applicants are invited submit a cover letter and resume via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

September 21, 2018

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.