

DTR Job Description



Position Title: Aquatic Leader 2

Department: Community Services- Aquatic Centre

Reports To: Aquatic Supervisor

Date: May 31, 2016

Job Purpose/Summary:

Under the direction of the Aquatic Supervisor the incumbent is responsible for staff supervision, training and the delivery of the programs and evaluation of staff as well as coordination, instruction and implementation of various aquatic programs and special events in the Community Centre, ensuring all work is carried out in accordance with recognized practices and established municipal and health and safety policies and regulations.

Examples of Work:

1. The Aquatic Leader 2 will plan, direct the work and activities of the staff under their control, ensuring policies and objectives are met. The Aquatic Leader 2 will ensure that all new aquatic employees are properly trained to perform job requirements and will conduct a complete aquatic facility orientation. The Aquatic Leader 2 will also recommend further staff training.
2. The Aquatic Leader 2 coordinates the daily teaching, guarding and maintenance assignments.
3. The Aquatic Leader 2 shall monitor all material used and ensure that there is adequate supplies to perform the required duties.
4. The Aquatic Leader 2 will provide instructions in a wide range of Aquatic Programs.
5. The Aquatic Leader 2 will supervise and lifeguard public swim sessions, ensuring the safety and promotion of a positive leisure environment for all facility patrons.
6. The Aquatic Leader 2 will analyze community needs for Aquatic Programs and use this information to establish, implement, monitor and evaluate a program delivery system using all available resources and facilities with particular attention to maximizing use of the Aquatic centre under the direction of the Facilities Manager.
7. The Aquatic Leader 2 will make verbal or written reports of the aquatic facility conditions, concerns of the public, feedback from staff and any other information requested by the Facilities Manager.
8. Participates in conducting lifeguarding and safety training programs for aquatic staff and participates in the hiring and input into the evaluation of same.
9. Prepares and maintains a variety of records and reports

Knowledge, Skills and Requirements:

The Aquatic Leader 2 must hold current awards and certificates as follows:

- National Lifeguard Service
- Water Safety Instructor Award
- CPR "C"
- A recognized First Aid Certificate (S.O.F.A, A.E.C, or I.F.A)
- Excellent interpersonal skills
- Excellent oral and written communication skills
- Thorough knowledge of aquatic programs
- Experience in planning and leading various aquatic programs
- Working knowledge of related legislation and regulations as directed by the Facilities Manager
- Skill in the operation of computers
- Proven ability in supervision, training and assisting subordinates with their daily routines, experience in staff scheduling
- Competency in the areas of leadership and the ability to work as a team player within the department and overall organization
- Recreation courses specializing in the areas of marketing and programming would be considered assets

The Aquatic Leader 2 must hold current at

related to the work including daily attendance record, weekly and monthly reports regarding facilities, programs, services and statistics.

10. Performs routine maintenance functions which may include pool chemical tests and hosing of change rooms and pool decks.
11. Leads "fun activities" during public swim sessions creating an enjoyable leisure environment for all patrons.
12. Performs routine cashiering and concession duties as required.
13. Other related duties and responsibilities as assigned.

least two of the following awards and certificates:

- NLS Instructor
- AEC Instructor
- CPR Instructor
- Pool Operator Level 1
- Standard First Aid Instructor
- Red Cross Water Safety Instructor Trainer
- Lifesaving Instructor Trainer
- Coaching Level 1
- BCRPA or CFES Fitness Instructor with Water Fitness Specialty
- Synchronized Swimming Instructor
- NCCP Coaching Level 1

Working Conditions:

Work schedule will include shift work as required to meet program demands. The Aquatic Leader 2 will not be entitled to benefits and conditions of employment as established in the C.U.P.E. Local 2979 Collective Agreement.

******A CRIMINAL RECORD CHECK MUST BE COMPLETED**

******DRUG AND ALCOHOL TEST REQUIRED**