

TOWNSHIP OF NORTH HURON

POSITION PROFILE

Position Title **AQUATICS COORDINATOR**

Department **RECREATION & CHILDREN'S SERVICES DEPARTMENT**

Reports to Title **DIRECTOR OF RECREATION & CHILDREN'S SERVICES**

Revised: September 2024

Pay range:	Band 6
Position status:	Full-time Employee
Pay method:	Hourly
Hours of Work:	37.5 hours
Hours over 37.5 to 40.0 hours in a week:	Paid at straight time
Overtime greater than 40.0 hours in a week:	Paid at time and a half
Location:	North Huron Westcast Community Complex

A – POSITION DESCRIPTION

1. **Scope of Position:**

Reporting to the Director of Recreation & Children's Services, the Aquatics Coordinator is responsible for the planning, implementation and evaluation of a comprehensive aquatics program, including staff supervision, scheduling, public swims, swim lessons, AquaFit, membership growth and retention for the Township of North Huron.

Directly supervises all aquatics program staff working at the North Huron Westcast Community Complex.

2. **Key Responsibilities**

- (a) Assist the Director of Recreation & Children's Services with the short and long range operating plans and strategies for the Aquatic Program for the Township of North Huron.
- (b) Develop, implement and evaluate a comprehensive offering of aquatic programs and activities to meet multi-generational interests and needs of the public.
- (c) Ensure that all aquatic programs run efficiently, effectively, and in accordance with the North Huron policies, procedures and approved budget. This includes providing direct instruction and supervision in the pool.
- (d) Ensure the Aquatic facility operates in accordance with all legislation governing its use, maintaining compliance with Occupational Health and Safety, Accessibility Legislation, WHMIS, and all Public Health Regulations.

- (e) Recruit, hire, train, schedule, and supervise aquatic staff. Conduct annual performance reviews and discipline aquatic staff, as approved and in accordance with Township approved policies and procedures.
- (f) Coordinate and implement staff trainings and ensures all staff have the required training to comply with legislation and furthermore, in accordance with Occupational Health and Safety Guidelines.
- (g) Determine staffing levels required for each shift and assigns work roles and tasks.
- (h) Ensure and maintain all records, reports and staff qualifications meet minimum standards, applicable polices and legislation.
- (i) Prepare and submit annual draft operating and capital budgets for aquatic programs to the Director. Oversee and monitor revenue and expenses. Approve purchases and code invoices in accordance with Township policies and procedures as approved by Council
- (j) Ensure payment is properly recorded and reported in accordance with North Huron policies and procedures and as approved by Council.
- (k) Develop, maintain and monitor a preventative maintenance schedule. Work co-operatively with facility operations staff to ensure the aquatic facility is maintained in a safe and clean manner and in compliance with Ontario Health Regulations.
- (l) Collect and record all relevant data associated with the use and operation of the Aquatic facility in accordance with the Ontario Health Regulations 565 Section governing the operations of public pools.
- (m) Responsible for restricting the use of or closing the aquatic facility when dangerous conditions exist in accordance with the Ontario Health Regulations.
- (n) Respond to emergency situations and take corrective action.
- (o) Responsible for the evacuation of the Aquatic Centre in accordance with the Emergency Evacuation Plan for the North Huron Westcast Community Complex.
- (p) Enforce the Ontario Health & Safety Act with all aquatic staff under direct supervision. Ensure work environment is maintained in a clean and safe condition and all equipment is operated safely.
- (q) Liaise with representatives of various service delivery agencies (Red Cross, Lifesaving Society) and regional committees to communicate information and support aquatic programming and services.
- (r) Maintain inventory of all aquatic supplies and equipment.
- (s) Assist in the development and implementation of various marketing campaigns as coordinated with the Director of Recreation & Children's Services.
- (t) Perform guarding and/or instructing duties; balances their time 50/50 between working on the pool deck and performing administrative duties.

- (u) Respond to program inquiries and feedback from the public in a timely and professional manner. Treat all users with courtesy and promote a pleasant public image.
- (v) Performs other duties as may be assigned by Director of Recreation & Children's Services.

3. Key Relationships

Internal

Director of Recreation & Children's Services

Daily interaction re: Aquatic Programs of Township of North Huron

Facilities Lead Hand

Daily interaction re: Operations and maintenance of Aquatic facilities

Recreation & Fitness Supervisor

As needed re: Recreation programming and marketing

Aquatic Staff

Daily interaction re: Work assignments, direct supervision, etc.

Recreation Administrative Assistant(s)

As needed re: aquatic recreational administrative support, bookings/registrations, records, marketing and promotions

External

Public:

Daily re: Aquatic program inquiries, issues, concerns, scheduling private lessons and pool rentals

Township Contractors, Suppliers & Other Professionals: as appropriate

Strong interpersonal, technical, and communication skills are essential to perform this position competently.

4. Decision Making Authority and Judgement Used

The Aquatics Coordinator is responsible for the aquatic programming at the North Huron Westcast Community Complex. The Director of Recreation and Children's Services develops the strategies for the Complex but delegates the day-to-day operations of the aquatics programs to the Aquatics Coordinator.

The Aquatics Coordinator makes joint decisions with the Director of Recreation & Children's Services within the framework of the Township policies and procedures as determined by the by-laws of the Township, Director and Council.

The Aquatics Coordinator is encouraged to make recommendations to the Director of Recreation & Children's Services for improving the efficiency and effectiveness of their duties.

Judgement is required:

- To ensure life safety with respect to the Aquatic Centre.
- To provide technical guidance and assistance to aquatics staff
- To prioritize the many projects and tasks in process at any time and coordinate staff to ensure all programs are successful.

- To deal with members of the public

5. Problem Solving Responsibility

The Aquatic Coordinator is responsible for the life safety of patrons and staff entering the Aquatic Centre. Problem solving is two-fold: ensuring a safe environment and ensuring safe programming and use of the facility. The Aquatic Coordinator makes decisions for the Township with respect to life safety of patrons, implementation of procedures to meet Ministry Guidelines, and establishes the emergency procedures for the Aquatic Centre. Policy enforcement and day-to-day decisions are made to ensure adequate and appropriate deck supervision.

B – POSITION SPECIFICATIONS

The formal education & training work experience and other key skills of an individual must be evaluated simultaneously. For example a person may not possess the minimum designation or degree but have compensating work experience.

1. Formal Education and Training

Certificates/Awards required:

- Current National Lifeguard Service (NLS)
- Advanced Leadership
- Lifesaving Society Swim
- National Lifeguard Service Trainer and Examiner or Certified First Aid & CPR Trainer considered as an asset
- Lifesaving Society Swim Trainer considered an asset
- Lifesaving Society Aquatic Supervisor Trainer considered as an asset
- Lifesaving Instructor
- Lifesaving Instructor Trainer considered an asset
- Lifesaving Society Examiners
- AQX Certification or AquaFit/Water Art Certification
- Current Standard First Aid and CPR-C
- A clean Vulnerable Sector Check is required

2. Work Experience

Minimum Years Required

Aquatic or Recreational Supervisory Experience	3 Years
Experience as a senior/head lifeguard, swimming instructor, and AquaFit Instructor	3 Years
Pool Maintenance	2 Years

3. Other Key Skills

- Demonstrated supervisory and leadership ability
- Strong supervisory and teaching skills
- Excellent interpersonal skills

- Excellent written and oral communication skills
- Good time management and organizational skills
- Thorough knowledge of the Ontario Health Regulations
- Knowledge of, and experience in pool operation and maintenance
- Knowledge and comprehension of aquatic programs, including accepted standards, principals concepts and related legislative mandates
- Ability to solve practical problems and deal with a variety of situations where only limited standardization exists
- Knowledge of pertinent federal provincial and municipal bylaws, codes, and regulations
- Ability to understand and follow written and oral instructions
- Strong working knowledge of Microsoft computer software
- Working knowledge of recreation software or other recreation software programs would be considered an asset
- Self-motivated
- Excellent physical condition

C – POSITION CHARACTERISTICS

1. Impact & Accountabilities

The Aquatics Coordinator is responsible to the Director of Recreation & Children's Services for the aquatic programs at the North Huron Westcast Community Complex.

The Aquatics Coordinator works independently with minimum supervision.

A person performing this position competently can promote a professional image for the recreation department and acquire successful results for utilization and image of the Aquatic Centre.

2. Supervisory Responsibility

Directly supervises the clientele of the Aquatic Centre and all aquatic staff.

D – WORKING CONDITIONS

1. Physical Effort and Environment

Work is performed in an office environment and in a pool area. Work performed in the office environment is pleasant. Work is subject to frequent interruptions.

When working in the pool or on the pool deck, worker is exposed to hot, humid work conditions. There is exposure to pool chemicals.

Work requires constant vigilance due to the responsibility for the life safety and well-being of participants.

Exposure to the public. Expected to manage difficult customers and large groups of people, occasionally requiring mediation and conflict resolution skills; must work cooperatively with Township staff and outside agencies.

Subject to split shifts and extended working hours based on training schedules, program offerings and staffing issues. Evening and weekend shifts may be required.

Expected to work independently and to complete daily activities according to work schedule.

The Aquatics Coordinator is required to respond to emergency situations.

2. Mental Effort

Supervisory issues, monitoring the budget, program planning and dealing with the public will cause some mental strain. Deck duties require constant vigilance and mental awareness for the life safety and well-being of participants.
