



*Making life better in King*

## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

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| <b>JOB TITLE:</b> Aquatics Programmer (2)            | <b>CLASSIFICATION:</b> Contract Full Time               |
| <b>DEPARTMENT:</b> Community Services                | <b>SALARY LEVEL:</b> \$22.00 - \$26.00/hour (2024 Rate) |
| <b>LOCATION:</b> Township of King Recreation Centres |   |

### **JOB PROFILE:**

#### **Function:**

Reporting to the Lead Hand – Aquatics and Inclusion Services, this role is responsible for effectively delivering, administering and supervising aquatics programs. This position will provide supervision to volunteers, contract and seasonal staff and ensure customer satisfaction and safety.

#### **Reports to:**

- Lead Hand – Aquatics and Inclusion Services

#### **Supervision Responsibilities:**

- None.

#### **Duties and Responsibilities:**

- Coordinate lifeguard and instructor rotations, breaks, lesson assignments and to monitor instructors lesson plans, worksheets and report cards to ensure they are completed properly and to update required forms as needed.
- Analyze and assess aquatic program requirements and present recommendations to the Lead Hand – Aquatics and Inclusion Services.
- Assist with training and performance evaluations for all seasonal/contract/part-time aquatics staff.
- Provide supervision to programs to ensure they meet quality and safety standards set out by the Township of King and the Lifesaving Society
- Conducts opening and closing of daily checklist and actions and rectify any unsatisfactory items.
- Ensures compliance with Township standards and government regulations.
- Complete administrative task as required by the Lead Hand – Aquatics and Inclusion Services such as completing reports, updating paperwork, updating swim test records, etc.
- Assists with the development and implementation of aquatics staff and volunteer training.

- Monitors the use of equipment and supplies, conduct inventory counts and give recommendations to Lead Hand for as needed.
- Assist with shift change coverage (including lifeguarding, instructing, or any other duties involved in covering another staff, if needed)
- Assume the responsibility for assisting, responding, providing first aid and providing support to other staff, and as needed in an emergency, completing the necessary reports and conduct staff debrief.
- Provides excellent customer service and responds to enquires and/or resolves complaints, escalating appropriately where needed.
- Provides excellent internal customer service and works effectively with facility staff and staff from other departments.
- Models and practices HIGH FIVE®- Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends and Caring Adult).
- Performs other duties as assigned.

**Education/Experience:**

- Post secondary Diploma in the recreation field combined with progressive experience in recreation programming for all ages and abilities or an equivalent combination of education and experience.
- Current holder of Lifesaving Society National Lifeguard Certification, Lifesaving Society Swim & Lifesaving Instructor, Standard First Aid and CPR-C.
- Completed or be working towards National Lifeguard Instructor or Lifesaving Society Instructor Trainer an asset.
- Certified Pool Operator and Lifesaving Examiner status an asset.
- Knowledge of Xplor systems is an asset.
- Valid class “G” driver’s license, driver abstract will be required.
- Required to submit a vulnerable sector screening.
- Excellent communication, programming, and leadership skills.
- HIGH FIVE® Principles of Healthy Child Development (PHCD) certification; Quest 2 certification an asset.

**Conditions of Employment:**

- Required to work in an Aquatics Centre environment
- Required to deal courteously and effectively with the general public, staff and other departments.
- Upon hire, completion of HIGH FIVE® Principles of Healthy Child Development and Quest 2
- Submission of Vulnerable Sector Screening are required.
- A valid Ontario ‘G’ driver’s license, in good standing, with access to a reliable vehicle for corporate use.
- Required to work various shifts weekdays mornings, daytime, afternoons, evening and weekend shifts.

Department Head: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Supervisor (if applicable): \_\_\_\_\_

Date Approved: \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date Signed: \_\_\_\_\_