



EMPLOYMENT OPPORTUNITY

Department – Aquatic Program Supervisor, Full-time

The Aquatic Program Supervisor reports to the Aquatic Manager. The Aquatic Program Supervisor is responsible for assisting the Aquatic Manager in the day-to-day operations of the Aquatic Facility. This includes but is not limited to scheduling of staff, pool chemical balancing and facility maintenance, office organization, customer service, cash management, materials and equipment acquisition recommendations and the supervision, recruitment, mentoring and development of part time staff.

Duties and Responsibilities

- Supervises Aquatic Staff and ensures quality programming in a safe, learner-centred environments suitable to the developmental needs, abilities and interests of all participants.
- In consultation with the Aquatic Manager, organizes and administers staff training 3-4 times per year to ensure technical knowledge of skills through practical demonstrations.
- Continually updates and develops staff training materials in consultation with the Aquatic Manager.
- Develops and administers evaluation criteria designed to encourage and support the development of progressively skilled staff - at all levels.
- Scheduling of staff for: Standard First Aid Courses, Learn to Swim programs, Leadership programs, Board of Education Programs, etc.
- Required to teach one leadership course per year.
- Supervises permanent part-time Supervisors and Student Supervisors to analyze and manage inventory for: sundry, manuals & awards, pool chemicals, office, building and cleaning supplies.
- Performs general pool maintenance - backwashes, cleaning hair basket, managing chemicals, etc.
- Prepare materials/ work sheets for swim, leadership & specialty courses.
- Coordinates with Aquatic Manager on all aspects of pool operations including session staff scheduling.
- Customer service, training, registration, end of day cash reconciliation, facility booking, overseeing and/or preparing weekly banking in Aquatic Manager's absence.
- Has the authority to expel from the pool area, any patron(s) whose behavior could jeopardize their own or the safety of others; close the pool area if the safety of patrons and/or staff is at risk due to non-adherence of Health and Safety Regulations.
- Prepare monthly reports for Health & Safety and Department of Health.
- Attend and participate in Health & Safety, and other staff meetings.
- Participate in building of supervisory team.
- On-call for emergencies at pool.
- Must be available to work evenings and some weekends.
- Other Duties as Assigned.



Qualifications and Competencies

- Post-secondary Diploma (or Degree) in Recreation Leadership or equivalent.
- Pool Operators course or ability to take course within the first 3 months of being hired.
- Current Lifesaving Society (LSS) National Lifeguard, LSS instructors, LSS Examiners, Standard First Aid.
- Must have at least one of: NLS instructor/examiner, LSSI trainer or SFA instructor/examiner.
- Lifesaving Society Aquatic Supervisor Certificate or Professional designation (CAT) an asset.
- At least two years' experience of progressive municipal supervisory experience in aquatic programming and operations.
- Recognized teaching experience in Aquatics with a minimum of 2 years teaching advanced courses.
- Experience dealing effectively with all levels of staff, general public and organizations.
- Working knowledge of chemical systems, pool chemicals and pool filtration systems.
- Working knowledge of Provincial regulations, standards and guidelines for public pools.
- Time management, organizational, and presentation skills.
- Computer skills with working knowledge of ActiveNet and Microsoft Office programs.
- Proven ability to lead and motivate staff, promote a safe environment and ensure staff comply with legislative standards.
- Proven mentoring of new instructors and lifeguards with ability to develop programs to assist in their development.
- Ability to work a flexible schedule to ensure adequate coverage.

This is a full-time position (35 hours per week) with benefits. The annual rate of pay is \$59,059 to \$69,087.

If you are interested in joining our team, please email your resume to Carolyn Clementson, Aquatic Manager, Health and Safety Coordinator, at cclementson@uxbridge.ca, by **Monday, December 11, 2023, at 4:00 p.m.** We thank all applicants, however only those selected to proceed through the hiring process will be contacted.

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.