



**GEORGINA**

## Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



### Aquatics Supervisor

(Job ID#2020.36T)

**Department:** Recreation and Culture

**Division:** Recreation Services

**Subdivision:** Recreation Aquatics

**Location:** Georgina Leisure Pool

**Status:** Temporary Full Time (approximately 12 months)

**Number of Positions:** 1

**Salary/Wage Range:** \$70, 643.32-83, 109.79 per annum

**Date Posted:** March 12, 2020

**Date Closing:** March 26, 2020

#### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

**Position Purpose:** Responsible for overseeing and directing the day to day operations of the Town of Georgina Aquatic centre(s) by coordinating and leading the development, implementation, delivery and evaluation of instructional and recreational aquatic programs, registration, facility booking including supervision and scheduling of staff, administrative duties, as well as maintaining effective relations with customers and the general public. *For full details, please see attached job description.*

#### **Minimum Qualifications:**

Post-secondary degree or diploma in related field such as Recreation & Leisure, Business, Education and/or Aquatics. Minimum five (5) years' relevant experience in a supervisory role, preferably in a unionized environment.

#### **How to apply:**

Qualified applicants are invited to submit a resume, identifying the **Job Title** and **ID# 2020.36T** in the subject line. Please apply in confidence by **March 26, 2020** to [careers@georgina.ca](mailto:careers@georgina.ca).

#### **Committed to diversity and a barrier-free environment:**

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

**We thank all candidates for their interest, however only those being considered will be contacted.**



GEORGINA

## JOB DESCRIPTION

<b>Title:</b>	Aquatics Supervisor	<b>Position #:</b>	NU21
<b>Department:</b>	Recreation, Culture and Facilities	<b>Division:</b>	Recreation Services

### Position Summary

Responsible for overseeing and directing the day to day operations of the Town of Georgina Aquatic centre(s) by coordinating and leading the development, implementation, delivery and evaluation of instructional and recreational aquatic programs, registration, facility booking including supervision and scheduling of staff, administrative duties, as well as maintaining effective relations with customers and the general public.

### Responsibilities

- Supervises the development, implementation, and evaluation of aquatic programs and services.
- Represents and delivers service excellence.
- Develops strategies to increase customer recruitment and retention.
- Maintains program quality by ensuring that all staff adhere to the Ontario Ministry of Health standards, the Town's policies and procedures, and acceptable industry standards through legislation including, but not limited to the Amusement Devices Act, Ontario Public Pool Regulation, Ontario Public Spa Regulation, Occupational Health and Safety Act, Trespass to Property Act, etc.
- Provides deck supervision, instruction or lifeguarding when necessary. Maintains program quality by ensuring that all full-time and sessional aquatic staff adhere to predetermined standards.
- Takes appropriate action based on established procedures to maintain Ministry of Health standards for quality and safety in and around pool area(s), and to ensure that all pool equipment is maintained to the standards established by the Ministry of Health; completes required forms and reports in case of an emergency; checks drains and water inlets at the bottom of the pool to ensure they are safe and secure.
- Prepares annual operating budget recommendations for management review and balances the annual operating budget to meet the projected revenue and expenditures.
- Provides supervision to staff, including performance review and planning, training and development formulation, problem solving/dispute resolution, discipline, safety, and hiring/ promotion/ transfer/succession planning and termination decisions.
- Manages the day-to-day scheduling, organization, co-ordination and monitoring associated with the work of staff.
- Ensures that established accounting and invoicing practices are followed including all specified cash handling procedures.
- Provides regular and constructive feedback to staff on performance; recognizes achievements and provides individualized support.
- Manages, motivates and mentors staff cultivating innovation, creativity and build a highly effective team while delivering high standards of work quality and organizational performance.
- Facilitates the development and achievement of business and personal objectives which includes individual development action plans designed for the continued growth and sophistication of the team.
- Conducts screening, interviews, hiring and orientation of sessional aquatic staff and provides ongoing updates to the Manager of Recreation Services; provides staff training as required by the Ontario Ministry of Health and based on current industry standards; prepares work schedules and assigns daily duties; mentors, monitors and evaluates sessional aquatic staff in their delivery of aquatic programs.
- Prepares and maintains documentation of sessional aquatic staff including employee files, emergency contact information, qualifications, evaluations, WSIB forms etc. and prepares payroll information.

- Prepares and maintains statistical information on aquatic instructional and recreational programs; prepares reports, programs, events and inventory.
- Prepares and monitors camp swims, school swim programs, special events and volunteer recruitment.
- Responds to inquiries and complaints from the general public, course participants and/or parents and documents complaints and problems and communicates any incidents to the Manager of Recreation Services.
- Coordinates and staffs aquatic facilities when rented (i.e. birthday parties) including liaising with other departmental staff.
- Liaises with outside agencies i.e. Red Cross, the Royal Life Saving Society, schools and social services agencies regarding the daily programs and award requisitions for aquatic programs.
- Promotes water safety and aquatic programs through use of bulletin boards, school visitation, community events etc.
- Assists the staff team in the development of program initiatives, policies and procedures, standards, and goals and objectives.
- Meets the standards required for certification to instruct and lifeguard according to the industry standards as well as the Town of Georgina standards.
- Performs/oversees other related duties that may occur in an unplanned or emergency situation.
- Ensures the safe, organized operation of the pool in accordance with Ontario regulations and Town of Georgina Policies.
- Maintains knowledge of and adheres to all Town of Georgina Policies and Procedures.
- Participates in ongoing Training and Development and ensures all mandatory requirements are met and maintained.
- Ensures compliance of the Occupational Health and Safety Act and other applicable legislation
  - Enforces the Town's Health and Safety Program, procedures and best practices.
  - Implements, conducts, and ensures due diligence of all health and safety matters including but not limited to training, risk assessments, workplace inspections, investigations, procedures and correcting hazards.

**The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.**

#### **Minimum Qualifications**

- Post-secondary degree or diploma in related field such as Recreation & Leisure, Business, Education and/or Aquatics.
- Minimum five (5) years' relevant experience in a supervisory role, preferably in a unionized environment.

#### **SKILL/KNOWLEDGE REQUIREMENTS**

- Current Standard First Aid with CPR "C"
- Current Canadian Red Cross and Lifesaving Society Instructor
- National Lifeguard Certification
- Aqua-fitness instructor certification
- Aquatic Supervisory Training
- Bronze Examiner status

- Plus at least one advanced instructor/examiner certification
- National Lifeguard Waterfront would be an asset (or willingness to obtain)
- Red Cross Lifeguard, Red Cross Lifeguard Instructor, Red Cross Assistant Lifeguard Instructor certifications would be an asset (or willingness to obtain)
- Thorough working knowledge of all applicable health and safety regulations and legislation.
- Excellent organizational, analytical, problem-solving, leadership, communication and public relations skills;
- Superior customer service skills including working collaboratively with staff teams, agencies and external contacts;
- Exposure to budgeting and financial management.
- Proven business management skills and a self-motivator who strives for excellence.
- Ability to provide exceptional customer service skills and the ability to lead your team to do the same.
- Excellent planning, interpersonal and project management skills.
- Excellent public relations skills and ability to effectively deal with the public.
- Proficient in MS Office programs; Proficient in ActiveNet is an asset.
- Excellent organizational, written and verbal communication skills with demonstrated ability to exercise sound judgement in determining a course of action or resolving conflict/disputes.
- A successful Police Vulnerable Sector Check.
- Valid Class 'G' Driver's license and reliable vehicle to use on corporate business.
- Driver's Abstract in good standing required to operate Corporation vehicles.
- Ability to work variable, scheduled hours including evenings, weekends and holidays.

**Physical Demands and Working Conditions:**

- Occasional requirement to stand for long periods of time;
- Occasional travel to attend meetings and other locations as required;
- Exposure to pool chemical odours and wet pool deck.