

JOB PROFILE

Parks and Recreation– Community and Social Services

Aquatic Facilitator

The successful candidate will be responsible for the delivery of the aquatic program through the establishment of values and behaviours team approach with a focus on customer needs. Guided by the goals and objectives of the City of Guelph Strategic Plan and committed to the Corporate Values of integrity, excellence and wellness, the candidate will aid in the achievement of the Community Vision – to be the city that makes a difference.

HOURS OF WORK: 35 hours per week. Hours during the Fall, Winter and Spring lesson sessions will be Sunday to Thursday between the hours of 12:30 pm to 8:30 pm. Hours during summer lesson session will be Monday –Friday 10:30 a.m. – 6:00 p.m.

DUTIES:

- Oversees aquatic learn to swim programs and activities for quality and customer service.
- Oversees the safe operation and delivery of swim instruction, recreational swims, aquatic leadership and pool rentals.
- Prepare part-time staff schedule for aquatic programs and rentals.
- Compiles statistical information on a seasonal basis.
- Assists in ensuring Ministry of Health and Ministry of Labour standards for quality and safety are enforced.
- Responds to inquires from customers in a professional and timely manner.
- Provides input in to the development of staff training programs and delivers training.
- Monitors program supply inventory within the facility.
- Completes daily program and timekeeping administration on aquatic programs and activities.
- Coaches, develops and mentors part-time seasonal staff.
- Shared responsibilities within the aquatic team portfolios.
- Perform other related duties as assigned.

QUALIFICATIONS:

- Experience related to the duties listed above, normally acquired through the completion of a 2 year College Diploma in Recreation and Leisure Studies or a related discipline and 2-3 years aquatic program supervisory experience. Candidates with an equivalent education and experience may be considered.
- Must currently hold and maintain the following certifications: National Lifeguard Service, Lifesaving Society Instructor/Red Cross Water Safety Instructor, Standard First Aid, CPR, Life Saving Society Bronze Examiner status.
- Excellent customer service skills with sound judgment and decision making skills.
- Excellent written and verbal communications skills with the ability to communicate with all levels of staff, stakeholders and the general public.
- Must be prepared to work flexible hours including evenings and weekends.
- Intermediate skills in Microsoft Office (Word and Excel).
- Knowledge of the Occupational Health and Safety Act , Health Protection and Promotion Act, Regulation 565, Ministry of Labour and other applicable regulations.
- Experience with CLASS would be considered an asset.
- Skills/experience in Marketing and/or Business Administration would be considered an asset.
- Aquatic Supervisory training and at least one Aquatic Trainer or Leadership Award would be an asset.

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