

AQUATIC SUPERVISOR

Under the direction of the Recreation Services Supervisor (Pool), the Aquatic Supervisor is responsible for all aspects of delivering the municipal indoor and outdoor pool programs. The schedule is mainly Monday to Friday 11:00 am to 7:00 pm, however there may be some morning, evening or weekend shifts.

This position will perform the following duties:

- Assist in the administration of recreation, learn-to-swim, fitness and community programs.
- Assume duties of the Lifeguard/Instructor, Cashier and Headguard as required.
- Schedule, supervise and direct activities of Lifeguards, Instructors, Cashiers and Headguards.
- Lead the development, co-ordination and delivery of staff in-service training and ensure all pool program staff properly understand and apply established rules.
- Update and review the Aquatic Safety Plan and other policies as required.
- Co-ordinate ongoing programs and facility bookings with the Department using the City's Recreation Software.
- Address inquiries from public and user groups.
- Enforce rules of the facility.
- Responsible for creating, maintaining and updating weekly staff schedules, coordinate and direct all staff rotations, breaks and absences.
- Ensure timesheets, reports and records on staff and activities are completed.
- Lead a safety-focused culture within their area of responsibility by promoting positive attitudes towards health and safety in themselves and those they supervise.
- Attend employer mandated training and remain current in the knowledge of Canadian Red Cross and Lifesaving Society Programs and provincial aquatic regulations and safety plans.

The ideal candidate will have:

- Standard First Aid with CPR "C"; National Lifeguard Certification; Lifesaving Swim for Life Instructor Certification; and Lifesaving Instructor Certification.
- Two (2) years' experience as a lifeguard/instructor and cashier.
- One (1) year experience in a supervisory role.
- Physically and mentally able to perform duties in an emergency situation.
- Working knowledge of computer programs such as Microsoft Office.
- Class 5 Drivers License.
- Satisfactory Vulnerable Sector and Criminal Record Check

Wage: \$26.75 to \$28.49 per hour

Please submit a resume outlining your credentials and names of references, indicating Competition #24-63, to:



City of Moose Jaw
Human Resource Services
Fax: (306) 694-4517 or
E-mail: postings@moosejaw.ca

The City of Moose Jaw will contact applicants we wish to consider within 2 weeks of the competition closing date. All applicants are thanked for their interest.