

University Settlement

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Website: www.universitysettlement.ca
Charitable #: 119279412RR0001



Over 100 Years of Service in the Community

Internal Posting

Job Title/Position: Recreation Supervisor/Aquatics
Department: Recreation
Reports to: Director of Recreation and Facilities

Job Function:

The Recreation Supervisor/Aquatics acts as the prime contact for Aquatic programs; responsible to organize, plan, coordinate, manage staff, supervise, evaluate, and follow up with internal and external customers to ensure the daily operation functions in a safe, efficient, and effective manner, while managing a high standard of customer service and program delivery. Recreational aquatics includes, but is not limited to providing learn to swim lessons for all ages, leadership courses, opportunities for self-directed leisure activities in the water in a safe, fun environment.

Qualifications:

- A 2 year diploma in recreation leadership program and/or University education in applicable field.
- Minimum of three (3) years supervisory experience in a diverse, multi-service, community-based setting with demonstrated abilities in teaching, programming, staff development and service delivery to aquatic programs
- CPR Level C and Standard First Aid certificates
- NLS and Red Cross Water Safety Instructors
- Assets would include: Group Fitness (Aquafit) certification, Red Cross, and/or Life Saving Society Instructor/Examiner

Human Resources:

- Organizes all aspects of child, youth and adult aquatic activities including: Private and Group swim lessons, Swim Team, Aqua Fit classes, length and recreation swim, pool rentals and specialty swim programs.
- Ongoing marketing and promotion of Aquatic programming.
- Works with other agencies and community groups to develop needed programs.
- Carries the direct responsibility of overall supervision of lifeguards, swim instructors. This includes scheduling, training and evaluating these positions as needed.
- Develops and implements a quarterly in-service staff training program
- Acts as a role model for staff through effective coaching and mentoring
- Assists with aspects of recruitment; including preparing recruitment documentation and ensuring hiring processes are complete



- Ensure pool and facility operates in a safe manner by adhering to the provincial health and safety standards and occupational health and safety standards carries the direct responsibility of the maintenance operation of the pool
- Required to be a hands on Instructor of both Swim lessons and Aqua Fit classes as needed
- Required to be an on deck Lifeguard, as needed
- Demonstrated conflict management, resolution skills and creative problem solving skills
- Excellent communication, interpersonal and organizational skills
- Ability to work independently and within team environments
- Experience working and managing staff in a unionized work environment is an asset
- Other duties as required by the Director of Recreation

Terms of Employment:

Police Reference Check, satisfactory to University Settlement is a requirement of this position. Where potential staff will have direct contact with children or vulnerable persons, the Police Reference Check will include a request for information about the candidate under the Mental Health Act.

Schedule: 24 to 35 hours per week, flexible

Starting Date: Contract position, January 2018 to July 2018

Salary: \$25.74 per hour plus 4% vacation pay

Please send a detailed resume with cover letter by Monday December 4th, 2018 to:

Ted Thompson, Director of Recreation

University Settlement

Email: ted.thompson@universitysettlement.ca

*University Settlement is an equal opportunity employer. We would like to thank everyone for submitting an application; only those chosen for an interview will be contacted