

University Settlement

23 Grange Road, Toronto ON M5T 1C3
Telephone: 416-598-3444 Fax: 416-598-4401
Website: www.universitysettlement.ca
Charitable #: 119279412RR0001



Over 100 Years of Service in the Community

Posted: June 13, 2018
Job Title/Position: Aquatics Coordinator
Department: Recreation
Reports to: Director of Facilities and Recreation

Overview:

University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being the first community-based social service centre in the City of Toronto. University Settlement's three offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York. As active members of these diverse communities, University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational and educational opportunities.

Job Function:

Our Aquatics program is a vibrant part of the recreation programming at University Settlement with multiple programs and services for community and Fitness members of all ages. Current programs include group and private Red Cross Swim lessons, length swim and Aqua Fit classes and pool rental for community use. Under the supervision of the Director of Recreation and Facilities, this position oversees Aquatics Dept. staff and programs at University Settlement.

Responsibilities:

- Manage operations of aquatics facilities, activities and programs
- Track and monitor revenue and expenditure so as to stay within the allotted budget
- Plan and organize staff assignments and workloads
- Hire, train, and oversee aquatic staff and volunteers
- Maintain Aquatics payroll oversight on a weekly basis
- Modify and define fees for aquatic programs as needed
- Oversee the organization, implementation, administration, promotion and evaluation of the aquatics programs and facilities
- Develop flyers, brochures, advertisements, etc. to promote aquatic facilities
- Build quality aquatic programs that provide customer satisfaction
- Develop tools which measure success in aquatics programming
- Increase the recognition and credibility of our Aquatics Programs
- Manage Aquatics programs to reduce risk and liability
- Provide information about aquatics programs to schools, community service groups, and the general public
- Develops and implements a quarterly in-service staff training program
- Work with Director of Recreation to ensure that the pool meets all health and safety standards including a clean environment, appropriate air and water temperature, chemical balance, and timely pool water testing and backwashing
- Secure pool facilities when not in use
- Advise supervisor of safety and repair needs and concerns immediately

Qualifications:

- Minimum of a 2 year diploma in recreation leadership or University education in a related field
- Demonstrated abilities in teaching, programming and staff development for aquatic programs
- A strong background working in children's recreation, aquatics or camp programming
- Minimum of two (2) years supervisory experience in a diverse community-based setting
- Pool Operator certification or equivalent
- Certification in Principles of Healthy Child Development (High 5) or High 5 Sport
- CPR Level C and Standard First Aid certificates
- NLS and Red Cross Water Safety Instructors
- Assets would include:
 - Aqua Fit certification
 - Red Cross, Life Saving Society Instructor/Examiner

Terms of Employment:

Police Reference Check, satisfactory to University Settlement is a requirement of this position.

Schedule: 40 hours per week, flexible, weekend and evenings may be required
Starting Date: August 2018
Salary: \$45,948 (2017 rate)
Details: Full-Time, Unionized Position

To apply:

- Please send a detailed resume with cover letter *by no later than June 29, 2018*
Attention: Ted Thompson, Director of Facilities and Recreation at
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