



JOB DESCRIPTION

TITLE: RECREATION COORDINATOR - AQUATICS

DEPARTMENT: Recreation & Culture

LEVEL: 11

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Jun 2019

JOB SUMMARY

Under the direction of the Manager, Aquatics, the incumbent performs recreational program work involving the planning, promotion, and implementation of programs and special events and the day-to-day operation of aquatic and fitness facilities. Supervises volunteers and employees engaged in the delivery of recreation services for people of all ages, needs, and abilities. The incumbent works with relevant community organizations to promote community involvement in aquatics and fitness leisure activities.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Evaluates leisure needs and interest in the community.
2. Plans, promotes, supervises, and evaluates departmental recreation programs. Monitors safety requirements of programs and services with respect to the *Public Health Act*, Red Cross, and Lifesaving Society to ensure standards are maintained.
3. Liaises with departmental staff and other leisure organizations in providing specialized programs, workshops, and special events including Red Cross, Lifesaving Society, and Fitweek fitness promotions.
4. Promotes and markets leisure activities for a wide variety of ages and interest. Produces posters/flyers/brochures, submits news releases and photographs to media, and participates in community television events and radio advertising.
5. Recruits instructors to help plan and operate programs according to established guidelines. Recruits volunteers and part time recreational staff as required.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

6. Supervises and directs volunteers, staff, and contractors involved in the provision of recreation services, and ensures policies and procedures are adhered to. Plans, schedules, and monitors work, provides performance feedback, identifies and recommends training, and may participate in staff selection and deal with performance issues.
7. Prepares and submits computerized program information reports, evaluations and statistical information. Maintains up-to-date records, including pool log sheets, water chemistry records, operational checklists, and program equipment requirements. Keeps Supervisor aware of non-routine, urgent or potential problems that may require intervention.
8. Estimates and monitors individual program budgets. Purchases equipment and supplies as needed.
9. Facilitates the participation in recreation programs of all members of the community.
10. Conducts water quality control by completion of comprehensive water tests, necessary adjustments, and backwashes as required.
11. Communicates with the public by phone, in person, or by writing.
12. Liaises with maintenance staff regarding repairs, equipment shut downs and maintenance, etc.
13. Provides leisure counseling to people of a variety of ages, abilities, and needs.
14. Performs lifeguarding and instructional duties as required.
15. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Good knowledge of the philosophies, objectives, and practices of aquatic and fitness programs. Previous experience in the delivery of services specific to an aquatic and fitness environment.

Good knowledge of the social, cultural, and recreational needs for people of all ages and abilities.

Good knowledge of and ability with aquatic and fitness equipment, water chemistry, and filtration.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Good knowledge of current office practices.

Good knowledge of computer programs used in recreation and leisure services such as Microsoft Office, desktop publishing, recreation management software, financial management software, etc.

Ability to provide leadership to individuals and groups, leadership skills in the planning, assigning, supervising, and evaluating of programs and special events, seasonal/part-time staff, instructors, and volunteers.

Ability to publicize, promote, market, plan, assign, supervise, and evaluate programs and special events.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to exercise independence of judgment and initiative and to adapt to changing priorities.

Ability to establish and maintain an effective working relationship with the public, internal and external agencies, and address varied audiences on topics related to programs and needs.

Ability to work flexible hours as required to meet the needs of the clients.

Ability to prepare concise reports and correspondence.

Good verbal and written communication skills.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of a Bachelor's Degree in Recreation and Leisure Studies.

Minimum 2 years' recreation programming experience in a variety of recreation delivery areas, including a minimum of 1 year related supervisory experience.

Or an equivalent combination of education and experience.

Possession of a valid Occupational First Aid Level 1 Certification with CPR "B" or "C" and AED.

National Lifeguard Service Certification and C.P.R. "C" Certification.

Red Cross Water Safety Instructor Certification; Lifesaving Society Instructor Certification.

MINIMUM TRAINING AND EXPERIENCE REQUIRED cont.

Pool Operator Level 1 Certification.

Satisfactory Criminal Record Check

GENERAL STANDARDS

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health & Safety (OH&S) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.