

POSITION TITLE:

Pool Coordinator

DEPARTMENT:

Public Services

TITLE OF IMMEDIATE SUPERVISOR:

Recreation Programs & Services Coordinator

STATUS/HOURS OF WORK:

40 hours per week, weekday, weekends, evenings, and holiday work required.

PURPOSE OF POSITION:

Responsible for monitoring and supervising swim activities as assigned and providing excellent customer service. Development, implementation and evaluation of aquatic programs and services.

RESPONSIBILITIES:

Provides effective supervision of Thamesford Area Swimming Pool including:

1. Supporting the Recreation Coordinator in staff/volunteer recruitment, performance management and day-to-day oversight
2. Program planning and delivery, administration, safety supervision and facility operations.
3. Effectively coordinates and prioritizes the overall operation of an aquatic facility.
4. Demonstrated knowledge of Aquatic Services policies, procedures, and practices allow the Supervisor to make decisions and run programs in accordance with accepted practices while keeping all areas of the operation in perspective.
5. Maintains effective communication with all levels of staff and supervisors including: Recreation Coordinator, facility staff, part-time aquatic staff.
6. Responsible for the planning & delivery of instructional programs
7. Maintains safe and effective facility operations including; mechanical systems, water quality, daily maintenance tasks, building safety and security.
8. Schedules, trains, supervises, and evaluates staff in accordance with Aquatic Services policies, procedures, and practices.
9. Maintains complete and accurate records and statistics with respect to facility operation, attendance, revenue, payroll, programs, incidents and accidents.
10. Ensures high standards of safety supervision. Monitors staff and public to ensure that all Township of Zorra, Aquatic Services, and Ontario Regulations are upheld at all times.
11. Reports deficiencies in a timely manner.

12. Routinely makes decision impacting public safety including decisions on when and if to close a swim due to safety related issues.
13. Maintains effective public relations employing tactful, polite and helpful demeanor.
14. Promotes water safety and supports Township policies and procedures.
15. Other duties as assigned and/or as they arise.

QUALIFICATION REQUIREMENTS:

- Minimum Age: 18 Years
- Minimum of three years' supervisory experience in an aquatic environment.
- College diploma or equivalent experience
- Current Instructor Trainer – Lifesaving Society or NL Instructor/Examiner
- Current Standard First Aid Instructor/Examiner Certificate
- Current Bronze Examiner Certificate
- Current National Lifeguard Certificate
- Current Lifesaving Instructor Certificate is preferred
- Current LSS Swim Instructor Certificate
- Current Standard First Aid Certificate
- Current Airway Management Certificate
- G License and access to vehicle
- Vulnerable Persons Police Screening Check (prior to the start of employment)
- Aquatics Supervisor Training is an asset
- Examiner Mentor is an asset

KNOWLEDGE AND SKILLS:

- Ability to demonstrate good communication, high energy, enthusiasm and continued positive attitude.
- Ability to demonstrate interpersonal and customer service skills.
- Ability to work independently and as a member of a team.
- High level of comfort in fast paced public facing environments.
- Second language is an asset (please indicate on resume).
- Coaching experience recommended.
- Ability to use Microsoft Office including Word and Excel, other Registration Software system experience (preferred).

WORKING RELATIONSHIPS:

Internal: Lifeguards, Assistant Pool Coordinator, Parks and Recreation Staff.

External: Public.

Supervisory: Recreation Programs & Services Coordinator; Manager of Recreation & Facilities

IMPACT OF ERROR:

Due to the high risk nature of the outdoor aquatic facility error in this position could result safety risks for participants and staff.

WORKING CONDITIONS:

- The position is based at an outdoor aquatic facility and requires working in various weather conditions, including heat, sun, wind, and occasional rain.
- Shifts include daytime, evening, weekend, and holiday hours to align with pool operating schedules.
- The role involves prolonged periods of standing, walking, and moving around the pool deck, as well as frequent exposure to loud noise and water/chemical odors.
- Must be comfortable working in a fast-paced environment with high public interaction, including children, youth, and families.
- Physical demands may include lifting equipment (up to 25 lbs), performing water rescues if necessary, and administering first aid/CPR.
- Sun safety measures are strongly encouraged and supported by the Township.

UNIFORM REQUIREMENTS:

Staff will be required to provide their own swimsuits. Additional clothing to be worn while lifeguarding will be provided by the Township of Zorra.