



Job Description

POSITION TITLE:

Assistant Pool Coordinator

DEPARTMENT:

Public Services

TITLE OF IMMEDIATE SUPERVISOR:

Pool Coordinator and/or 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. Supports the Pool Coordinator with day-to-day operations and tasks.
2. Assists the Pool Coordinator, as directed, with preparing and maintaining statistical information on aquatic instructional and recreational programs.
3. Maintains effective communication with all levels of staff and supervisors including; Recreation Programs & Services Coordinator, Pool Coordinator, facility staff, and part-time aquatic staff.
4. Assists the Pool Coordinator, as directed, in the development of program initiatives, special events, policies and procedures, standards, goals and objectives.
5. Maintains safe and effective facility operations including; mechanical systems, water quality, daily maintenance tasks, building safety and security.
6. Performs instructional, lifeguarding and supervisor duties as required.
7. Coordinates and monitors swim activities including providing guidance and performance feedback to on-duty lifeguards and/or instructors, checking and recording program enrollment and attendance, ensuring pool equipment and supplies set-up and clean-up as appropriate, providing feedback to Pool Coordinator on employee performance and training needs, and ensuring program content meets departmental standards.
8. Provides instruction for assigned aquatic programs including skill testing and awards processing.
9. Provides lifeguarding services including monitoring and supervising recreational swim activities to ensure a safe aquatic environment.

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. Maintains effective public relations employing tactful, polite and helpful demeanor.
12. Promotes water safety and supports Township policies and procedures.
13. Other duties as assigned and/or as they arise.

QUALIFICATION REQUIREMENTS:

- Minimum Age: 16 Years
- One (1) year of previous related aquatic experience, preferably in a municipal environment
- Grade 12 equivalent experience preferred
- 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)

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, 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 in 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.