

Job title	<i>Aquatics Supervisor</i>
Reports to	<i>General Manager</i>

Job purpose

The purpose of the Aquatic Supervisor is to establish, implement, maintain and continuously review the Aquatic's Program for the Royal Glenora Club.

Duties and responsibilities

Service:

- Delivering outstanding service to members at all times; addressing member concerns immediately; seeking input on an ongoing basis, taking appropriate action on all suggestions and concerns
- Developing, planning, implementing, and evaluating all aspects of the aquatic instructional program including child/youth/adult swim lessons and advanced courses
- Responsible for directing and supervising the daily activities of the aquatic facility

Programming:

- Promoting the Aquatic Department within the Club through events; communicating with members via the e-newsletter and/or bulletin boards regarding the Department's activities
- Developing varied up-to-date lesson programs and pool schedules that meet the needs of members, revising or enhancing as necessary

Administration:

- Attending Aquatic Committee meetings; providing reports to, and working with, the committee to meet its objectives
- Ordering supplies, materials and equipment allowed for within the operating budget
- Preparing and submitting administrative reports as required
- Managing department's payroll submissions

Facility Management:

- Directing the scheduling, operation, maintenance and evaluation of overall cleanliness and good repair of the aquatics facility, including, but not limited to mechanical inspections, pool filtration, water treatment, chemical feed equipment, security and general sanitation of the aquatic facility
- Establishing, in conjunction with the Facility Manager, the preventative and scheduled maintenance program for the aquatic facility

Performance Management:

- Hiring and supervising all Aquatic staff in terms of performance, qualifications, and desired professional development; providing feedback, recognition, and conducting regular performance evaluations
- Conducting staff in services and professional development seminars to enhance staff experience and teamwork skills

Safety:

- React to emergency situations and perform First Aid, lifeguarding and safeguarding as required
- Planning, assessing, implementing, and monitoring of Occupational Health & Safety

Other related duties as required.

Qualifications

- Post secondary education in Recreation Administration, Facility Management, Marketing or related equivalencies
- Experience as an Aquatic Instructor and Lifeguard
- Possession of National Lifeguard Service Certificate, Standard First Aid/CPR/AED

Direct reports

Aquatics Supervisor will be responsible for the direct supervision of all aquatics personal, including lifeguards, aquatic instructors, and coaches.

Approved by:	
Date approved:	
Reviewed:	

To be reviewed annually and updated as often as necessary.