
TOWN OF OAKVILLE – RECREATION & CULTURE DEPARTMENT
AQUATIC SERVICES JOB DESCRIPTION

Position Title: Seasonal Pool Supervisor
Reports To: Recreation Coordinator – Aquatics
Pay Code: 8240

Current Revision: April 2019
Next Revision: April 2022

PRINCIPLE RESPONSIBILITY

Works as an alternate to the Recreation Coordinator to provide effective supervision of a Town of Oakville Swimming Pool including: staff management, program planning and delivery, administration, safety supervision and facility operations.

QUALIFICATIONS

Minimum Age: 16 Years
Current within 2 years: L.S.S. National Lifeguard Award (NL)
Standard First Aid with CPR (Level C)
LSS Swim Instructor & LSS Lifesaving Instructor
High Five – Principles of Healthy Child Development
Satisfactory Police Information Check with Police Vulnerable Sector Check (if 18 years or older) current within 30 days of submission

Other Qualifications: Aquatic Supervisory Training (AST)
L.S.S. Examiner (to Bronze Cross) Preferred

Note: All qualifications must be current for the entire program session (e.g. Fall, Winter, Spring, Summer) for which the employee has been hired. Verified copies of all awards must be kept on file with Aquatic Services.

PHYSICAL REQUIREMENTS

- Vision requirement of 20/20 corrected
- Ability and fitness level to perform lifeguarding and rescue skills at or above the NL standard.

PRIMARY DUTIES

- Provides effective supervision of a Town of Oakville Swimming Pool including: staff management, program planning and delivery, administration, safety supervision and facility operations.
- Effectively coordinates and prioritizes the overall operation of an aquatic facility. 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. Maintains effective communication with all levels of staff and supervisors including: Recreation Coordinator, facility staff, part-time aquatic staff.
- Responsible for the planning & delivery of instructional programs and special events at their facility.
- Maintains safe and effective facility operations including; mechanical systems, water quality, daily maintenance tasks, building safety and security.
- Schedules, trains, supervises, and evaluates staff in accordance with Aquatic Services policies, procedures, and practices.
- Maintains complete and accurate records and statistics with respect to: facility operation, attendance, revenue, payroll, programs, incidents and accidents.
- Ensures high standards of safety supervision. Monitors staff and public to ensure that all Town of Oakville, Aquatic Services, and Ontario Regulations are upheld at all times. Reports deficiencies in a timely manner. Routinely makes decision impacting public safety including decisions on when and if to close a swim due to safety related issues.
- Maintains effective public relations employing tactful, polite and helpful demeanor. Educates the public with respect to the content of programs offered by the Town of Oakville. Promotes water safety and supports Town policies and procedures.
- Other duties as assigned and/or as they arise

The Seasonal Pool Coordinator MUST:

- Attend all staff training sessions pertinent to the position.
- Be available to fulfill the work schedules as posted.
- Wear the current Aquatic Services uniform at all times.
- Have an understanding of Town of Oakville policies, emergency procedures, and fire safety plan, and respond appropriately to all situations, executing proper rescue techniques and providing first aid where necessary.
- Set a good example for support staff and should organize staff to achieve above average performance.