

DTR Job Description



Position Title: Fitness Leader 2 - Aquatics

Department: Community Services- Aquatic Centre

Reports To: Manager, Recreation

Date: February 1, 2022

Job Purpose/Summary:

Under the direction of the Team Lead, Aquatics the incumbent is responsible for lifeguard duties, instructing swimming lessons, responding to emergencies/incidents requiring first aid, enforce pool rules, patron admissions, custodial duties, respond to a variety of customer requests/concerns, staff supervision, training and the delivery of the programs, evaluation of staff as well as coordination, instruction and implementation of various aquatic programs and special events in the Community Centre, ensuring all work is carried out in accordance with recognized practices and established municipal and health and safety policies and regulations.

Examples of Work:

1. Required to perform lifeguarding duties including monitoring pool activities, performing rescues, enforcing pool rules and ensuring safety of patrons (in and out of the water), and administering first aid and CPR as required;
2. The Aquatic Leader 2 will schedule, plan, direct the work and activities of the staff under their control, ensuring policies and objectives are met. The Aquatic Leader 2 will ensure that all new aquatic employees are properly trained to perform job requirements and will conduct a complete aquatic facility orientation;
3. The Aquatic Leader 2 coordinates the daily instructing, lifeguarding, operational and custodial assignments;
4. The Aquatic Leader 2 shall monitor all material used and ensure that there is adequate supplies to perform the required duties;
5. The Aquatic Leader 2 will provide instructions in a wide range of Aquatic Programs;
6. The Aquatic Leader 2 will supervise and lifeguard public swim sessions, ensuring the safety and promotion of a positive leisure environment for all facility patrons;
7. The Aquatic Leader 2 will analyze community needs for Aquatic Programs and use this information to establish, implement, monitor and evaluate a program delivery system using all available resources and facilities with particular attention to maximizing use of the Aquatic centre under the direction of the Facilities Manager; and
8. The Aquatic Leader 2 will make verbal or written reports of the aquatic facility conditions, concerns of the public,

Knowledge, Skills and Requirements:

The Fitness Leader 2 must hold current awards and certificates as follows:

- National Lifeguard Pool;
- Life Saving Society - Swim for life Instructor;
- A recognized First Aid Certificate and CPRC;
- AMOA Airway Management Oxygen Administration;
- Excellent interpersonal skills;
- Excellent oral and written; communication skills;
- Thorough knowledge of aquatic programs;
- Two (2) years direct experience in planning and leading various aquatic programs;
- Skill in the operation of computers;
- Proven ability in supervision, training and assisting subordinates with their daily routines, experience in staff scheduling;
- Competency in the areas of leadership and the ability to work as a team player within the department and overall organization;
- Recreation courses specializing in the areas of marketing and programming would be considered assets;

feedback from staff and any other information requested by the Facilities Manager.

9. Conduct training sessions for aquatic staff, and assists in ensuring the maintenance of established standards of performance and safety for lifeguards.
10. Prepares and maintains a variety of records and reports related to the work including daily attendance record, weekly and monthly reports regarding facilities, programs, services and statistics.
11. Performs routine maintenance/custodial functions which may include pool chemical tests and hosing of change rooms and pool decks.
12. Leads "fun activities" during public swim sessions creating an enjoyable leisure environment for all patrons.
13. Performs routine administration duties as required.
14. Other related duties and responsibilities as assigned.

A SATISFACTORY CRIMINAL RECORD CHECK IS REQUIRED FOR THIS POSITION
DRUG AND ALCOHOL TEST REQUIRED FOR SAFETY SENSITIVE POSITIONS

The Fitness Leader 2 must hold current at least two (2) of the following awards and certificates:

- National Lifeguard Instructor;
- Pool Operator Level 1;
- Standard First Aid and CPR Instructor;
- Life Saving Society - Swim for life; Instructor Trainer;
- Lifesaving Instructor Trainer;
- Coaching Level 1;
- BCRPA or CFES Fitness Instructor with Water Fitness Specialty; and
- Synchronized Swimming Instructor.

Working Conditions:

Work schedule will include shift work as required to meet program demands. The Fitness Leader 2 will only be entitled to benefits and conditions of employment if in full time position as established in the C.U.P.E. Local 2979 Collective Agreement.

Other information:

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed at any time at the discretion of management. **Changes will not be considered a breach in employment contract.**

Core Values:

Every employee is expected to demonstrate commitment to the following core values:

- Safety
- Integrity
- Personal Responsibility
- Team Work
- Respect
- Inclusiveness