



## Holland Bloorview

### Kids Rehabilitation Hospital

<b>Position:</b>	Aquatic Program Administrator- Community
<b>Requisition Number:</b>	REC-17-00015
<b>Department:</b>	Aquatics
<b>Work Type:</b>	30 hours a week
<b>Salary:</b>	Min Rate: \$22.11 per hour to Job Rate: \$26.42 per hour

#### Key Responsibilities

- Implements aquatic recreation programs.
- Partners with clients/families and other team members to ensure the goals of the program are reached.
- Provides mentorship and support to our instructors, as needed, to help them meet the individual needs of their swimmers and improve their instructing skills.
- Assists with the physical instruction of the students – may include suggestions with respect to approach or hands-on support in the water.
- Communicates with staff about expectations. Assisting with instructor evaluations, providing feedback and follow-up as required.
- Monitors all classes in progress for safety, creativity and effectiveness.
- Ensures Holland Bloorview philosophies regarding inclusion are upheld at all times.
- Reviews report cards for accuracy, spelling and overall appearance. Ensuring that report cards follow Holland Bloorview standards.
- Trains and supervises volunteers supporting the program and provides oral and written feedback as needed.
- Communicates regularly with volunteers and Volunteer Resources staff to ensure adequate program coverage.
- Responds to and documents aquatic incidents as per National Lifeguard Service standard and Holland Bloorview's aquatics policies and procedures.
- Participates in quality improvement initiatives, supports the maintenance of a safe and healthy work environment and advances a culture of safety through work and daily practices.
- Contributes to and participates in all staff training initiatives and in-service sessions.
- Ensures the facility remains clean and welcoming while programs are running.

#### Qualifications

- Current NLS, Standard First Aid, CPR and Instructor (LSS or Red Cross) awards
- Current Red Cross Water Safety Instructor Trainer and/or NLS Examiner, preferred
- Aquatic Supervisor Training required
- Minimum 3 years' experience teaching swimming lessons
- High Five ® certification an asset
- Extensive experience working with children with disabilities in an aquatic environment
- Supervisory experience – staff and/or volunteers
- Excellent written and oral communication and interpersonal skills
- Superior customer service skills with ability to work collaboratively with staff teams
- Availability to work flexible hours including evenings and weekends

## About the Organization

Join a world of possibility! Holland Bloorview Kids Rehabilitation Hospital is Canada's largest children's rehabilitation hospital focused on improving the lives of kids with disabilities. Our work environment is inspiring, innovative, collaborative and rooted in our organizational vision to create a world of possibility. We are a Top Employer for Young People, one of Greater Toronto's Top Employers, and offer competitive compensation, benefit packages and programs that support ongoing learning and professional growth.

Holland Bloorview Kids Rehabilitation Hospital is an equal opportunity employer.

All interested candidates are invited to submit their application on line by visiting:

<https://www2.appone.com/Search/Search.aspx?ServerVar=www.hollandbloorview.appone.com>.

Holland Bloorview is committed to inclusive and accessible employment practices. Should an applicant require accommodation during any stage in the recruitment process, please contact [humanresources@hollandbloorview.ca](mailto:humanresources@hollandbloorview.ca).



For information on subscribing or advertising in Job Mart, please contact:

PARKS AND RECREATION ONTARIO

Telephone: (416) 426-7142

E-mail: [jobmart@prontario.org](mailto:jobmart@prontario.org) Web site: [www.prontario.org](http://www.prontario.org)