



The City of Kawartha Lakes is seeking an individual to fulfill the full-time position of:
Assistant Aquatics Coordinator

Job # 17-140
Internal/External Posting
CUPE 855 Inside
\$23.54 to \$28.70

Reports to: Aquatics Coordinator

Job Description:

- Monitor budgets for aquatic facilities
- Complete preliminary payroll, accounts receivable and accounts payable functions
- Assist with training, directing, scheduling and delegating operation activities, ensuring productivity, quality of work, safety and efficiency as required by the Supervisor or Team Leader
- Implement master facility schedules and day to day revision of schedules to optimize efficiency and meet community needs
- Refer and provide research for potential new programs and partnerships in the area of Aquatics
- Provide facilitation/resource services to current and potential users
- Respond to complaints and inquiries as requested; interpret and support current policy and procedures
- Provide direction to aquatic staff through on deck instruction and guarding
- Perform guarding and instruction as required
- Conduct advanced aquatic courses for staff and public
- In consultation with the Aquatics Coordinator:
 - Provide aquatic facility staff training re: health regulations and safety, workplace procedures and quality programming
 - Ensure facilities are in compliance with all legislation and guidelines governing the use of public pools
 - Coordinate the promotion of aquatic programs and maintain up to date knowledge of all programs and aquatic facilities within the City
 - Compile aquatic facilities contributions to seasonal promotional brochure
 - Purchase supplies and equipment for aquatic facilities in an efficient and cost effective manner
- Travel between two primary work locations and occasional travel to other locations is required to fulfill the job duties of the position
- Perform other related duties as assigned

Skills/Education Required:

- Post-secondary diploma in Recreation or a related field
- Minimum three years of related progressive experience, preferably in a municipal environment
- Current Red Cross and Lifesaving qualifications to instruct, guard and teach advanced aquatic courses
- Pool operator's certificate or willing to obtain within a reasonable timeframe
- Experience in a Municipal Aquatic environment, including experience in a supervisory capacity
- Demonstrated experience with all aspects of Aquatic programming including instructional, recreational, and leadership programming
- Demonstrated understanding of all aspects of aquatic facilities including maintenance, operation of a Class A pool, legislation, risk management and revenue generation
- Self motivated with a demonstrated ability to function independently and in teamwork situations

- Excellent leadership, administration, interpersonal and communication skills with a proven focus on customer service, complemented by superb organization, team building and multi tasking skills
- Demonstrated professional and ethical responsibility to protect privacy, use confidential information appropriately, treat sensitive situations with appropriate degree of tact and discretion
- Excellent time management skills with the ability to prioritize workload and meet deadlines
- Excellent written communication skills with attention to detail and accuracy
- Ability to demonstrate initiative consistently with commitment to quality improvement, sharing process improvement initiatives with management
- Demonstrated ability to understand and abide by municipal policies and procedures
- Demonstrated proficiency in Microsoft Office, the internet, and any other related software
- Upon a conditional offer of employment, a Criminal Record Check, including a Vulnerable Sector Search will be required

Applicants must be prepared for skills testing.

Interested applicants are invited to apply in confidence by 4:00 p.m. on October 3, 2017 to:

Human Resources Officer
 City of Kawartha Lakes
 Box 9000, 28 Francis Street
 Lindsay, ON K9V 5R8

Send resume and cover letter by E-mail to:

jobs@kawarthalakes.ca

Please quote position title and job number on your submission.

We appreciate the interest of all applicants, however only those selected for interviews will be contacted. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process.

Date posted: September 18, 2017



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