



## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Aquatic Services Supervisor** **Full Time Permanent Position**

The purpose of this position is to plan, organize, direct and control the smooth daily operation of aquatic services for Lac La Biche County (Portage Pool). This includes a responsibility to balance resources with the effective development and execution of aquatic programs and services that create positive and safe aquatic experiences for all stakeholders in a growing community.

This position performs a critical function as Portage Pool is a facility located offsite from the Bold Center, the hub of Recreation & Community Enhancement. The incumbent must be able to work with limited direction and supervision to manage vision and mission of Lac La Biche County and the Recreation Department.

### **Responsibilities:**

#### **Facility Administration**

- Responsible for the safe operation of a public swimming public according to Alberta Health Regulations;
- Assists with creating and developing long-term vision for aquatic services in Lac La Biche County with managers, i.e. staffing strategies, new facility development plans, asset management and succession planning;
- Directs aspects of daily pool operations and works collaboratively with Facilities department and/or Manager regarding maintenance and custodial operations;
- Develops all communication strategies, signage, etc. to market and promote aquatic services, promotions and merchandise;
- Coordinates with Health & Safety to ensure Occupational Health & Safety compliance, i.e. updated safe work procedures; WHMIS training; establish emergency procedures and schedule supervisory training; reviews incident reports for follow-up action and ensures adequate records are maintained; prepares WCB claims;
- Conducts monthly safety meetings and facility safety audits;
- Conducts facility purchasing (pool chemicals, janitorial and instructional supplies, equipment, resale inventory) and sources new equipment and supplies, including proper storage organization;
- Assists with preparation and implements annual aquatic services budget (programs & facilities) within authority; completes purchase orders and expense coding; receives and inventories all purchases; makes recommendations for capital purchases and equipment life cycling;
- Negotiates and prepares agreements and service contracts for rental groups according to established Lac La Biche County policies;
- Promotes and maintains positive public relations and partnership opportunities with schools, community groups, and local organizations to maximize use of facility;
- Oversees facility bookings, scheduling adequate staff and appropriate pool space; auditing reservations and invoicing; processing payments; follow up with overdue accounts;
- Coordinates all decisions and implements an action plan during emergency situations;

## **Staff Management**

- Oversees and directs staff; prepares staff schedules, work assignments, approves time off requests, conducts performance reviews, disciplinary action, recommends merit increases and verifies staff timesheets;
- Advertises, screens, interviews, and hires staff; ensures that new staff are adequately trained to safely deliver service standards using training checklists, direct instruction and reference manuals;
- Ensures all staff certifications are current and meet standards and that appropriate remedial training is organized internally or externally, as required;
- Develops and implements staff in-services, meetings, and training opportunities as required;
- Provide direction and leadership to all aquatic staff to ensure consistently positive sound decision making, trouble shooting and problem solving;
- Establishes and maintains solid working relationships with staff in the facility and other departments to ensure a cohesive working environment;
- Provides leadership to swim instructors during lessons including coaching, mentoring, skills assessment and performance feedback; audits report cards and participant progress;
- Further develops teacher training via co-teaching opportunities and implements mentorship program;

## **Aquatic Programming**

- Responsible for the development, implementation, and evaluation of aquatic programs, leadership courses, special events, activities and other initiatives;
- Develops mentorship, job shadowing, and work placement opportunities for community youth in compliance with established safety and employment regulations; recruits candidates and ensures processes are implemented and documented effectively;
- Supports facility programming and operations during daytime, evening, and weekend hours by accommodating and adjusting schedule as required based on facility operational needs;
- Critically evaluates all established practices and implements changes or makes recommendations to increase overall efficiency and effectiveness of aquatic programs and services;

## **Lifeguarding & Instructing**

- Performs duties of lifeguard, instructor, customer service representative, and pool operator daily as required;

## **Other Duties**

- Community engagement and outreach, i.e. attending promotional opportunities as needed; acting as a representative of Portage Pool/Lac La Biche County Recreation; develops and directs all promotional tools as required;
- Engages in professional development and networking opportunities to keep current with changing trends and new technologies within aquatics and recreation industries;
- Performs all administrative duties and customer service representative functions as required; provides “hands on” leadership to frontline staff as an established point of reference;
- Delivers prompt, courteous customer service to all facility users;
- Performs other duties as assigned by the Manager, Recreation, or designate.

## **Qualifications:**

- Degree or diploma in Kinesiology, Recreation, or related field or in combination of education and direct work experience may be considered;
- Lifesaving Society National Lifeguard Certificate (NLS);
- Standard First Aid & CPR-C/AED (Instructor is an asset);
- Red Cross Water Safety Instructor (Instructor Trainer is an asset);
- Lifesaving Society Advanced Instructor (Instructor Trainer is an asset);
- Certified Pool Operator Certification;
- Minimum 4 years' experience working in aquatics (lifeguard, instructor, pool operator, attendant, etc.);
- Minimum 2 years' experience in a supervisor capacity (head guard, team lead, shift supervisor, etc.);
- Knowledge of Alberta Employment Standards and HR administration practices;
- Knowledge of municipal government and administration of public recreation facilities;
- Knowledge of booking/recreation software (CLASS, Activenet, MaxGalaxy, BookKing, etc.);
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check, and Medical Assessment that meets the satisfaction of the County.

### **Salary range: \$76,377.60 to \$98,841.60 annually**

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
  - 100% Employer paid Health and Dental Benefits
  - Employee and Family Assistance Plan
  - Local Authorities Pension Plan
- Competition Number: 38-AS-19
- Closing Date: This competition will remain open until a suitable candidate is found.

***Candidates from this competition may be used to fill future vacancies at the same classification level within the next 6 months***

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.