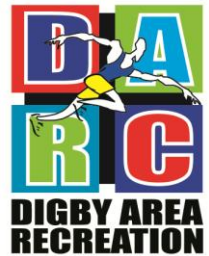


**Title:** Aquatic Program Coordinator

**Reports To:** Administrative Services Manager and/or Recreation Director

**Nature:** Seasonal (10 weeks, 35 hours/week)



**Description:**

The Aquatic Program Coordinator oversees the day to day operations of the Digby Swimming Pool (outdoor) and is responsible for the overall safety of a variety of swimmers utilizing the pool, and must have the ability to effectively and efficiently protect the safety of swimmers.

**Responsibilities (but not limited to):**

- Coordinates scheduling of aquatics staff to provide proper program delivery.
- Assist the Facility Manager in maintaining the pool, equipment, and grounds to meet all necessary program and regulatory standards.
- Supervise pool area and ensure lifeguard staff are monitoring patrons and portraying professional behavior at all times. Ensure no distraction or interference with the ability to hear or see signs of distress.
- Monitors pool water chemistry through testing of water samples.
- Monitor and evaluate the effectiveness of and participation in programs.
- Maintains pool logs and incident reports.
- Performs Lifeguarding and Swimming instruction as required
- Provide ongoing leadership to and directly supervise the performance of 5-10 Lifeguards.
- Plan, coordinate and execute various professional development sessions for aquatic staff,
- Produce a comprehensive yearend report including; program and staff evaluations, participant statistics, comparisons, financial reports, inventory, facility information and recommendations.
- Using excellent customer service skills, establishes and maintains effective working relationships with employees, officials, and all members of the general public.
- Responding to public inquiries and other regular administrative tasks.
- Promote the Digby Swimming Pool and all aquatic programs.
- Completes other related duties as assigned.

**Requirements:**

- Maintain current certifications in:
  - First Aid/ CPR.
  - National Lifeguard Service (NLS) certification.
  - Swim Instructor certification
- Effective decision making, communications, time management and supervisory skills.
- Experience in aquatics.