



## MACDONALD ISLAND PARK CORPORATION- JOB DESCRIPTION

<b>POSITION:</b> Aquatic Supervisor, Programs		<b>DEPARTMENT:</b> Programs & Services - Aquatics
<b>REPORTS TO:</b> Aquatic Manager		<b>REPRESENTATION:</b> Non-Union
<b>DATE:</b> 25 February 2010	<b>REVISED:</b> 8 August 2010	<b>RATE:</b> \$60,236.80 Annual Salary \$13,200.00 Annual Cost of Living Allowance \$73,436.80 Total Annual Remuneration
<b>EXTERNAL POSTING PERIOD:</b> 8 Aug 2010 to 27 Aug 2010		<b>START DATE:</b> Late September or As Soon as Possible

### SETTING:

The Aquatic Centre at MacDonald Island Park features a 10 lane 54 metre Olympic-sized competitive pool with two movable bulkheads, a 4 lane 25 metre training pool, a 3 metre diving board, two 1 metre diving boards, a whirl pool for adults with built-in lounge chairs, an adult steam room, an adult sauna, 2 giant water slides, a leisure pool with zero-point beach entry, a lazy river for inner tubes, a whirl pool for families, a children's water park with 20+ spray features and 2 children's water slides ... everything the aquatic novice or enthusiast needs; all under one roof, in Fort McMurray, on Your Island Playground!

### POSITION OVERVIEW:

We are seeking an *Aquatic Supervisor, Programs* who is a committed team player who will work tirelessly to ensure the operational success of our brand new, state-of-the-art aquatic centre. The *Aquatic Supervisor, Programs* is a critical member of our Aquatic Management and Aquatic Leadership Teams. Working cooperatively with two other Aquatic Supervisors (Risk Management and Recruitment & Training) and under the direction of an Aquatic Manager, (s)he will design and implement safe and effective user-based programs and services, schedule instructional employees, supervise employee and program performance, contract user groups, ensure compliance with policies and procedures and work as an effective member of Mi Team.

### IDENTIFYING A SUITABLE CANDIDATE:

Our *Aquatic Supervisor, Programs* must be detail-oriented, a talented multi-tasker, be extremely organized, administratively-orientated, possess excellent computer skills, and be well-experienced in the aquatic and recreation industries. A post-secondary education in recreation and leisure studies or a closely related field, coupled with advanced certifications in instructor-training and lifeguard examination and several years of experience supervising aquatic employees and programs and services should provide a desirable candidate. All aquatic employees are expected to provide world-class service to our members, guests and program participants.

If you are an energetic professional who will who will exceed our performance expectations, who will seek the challenges and rewards that can only come from joining the best aquatic team in the country!, this may be the career for you!

### ROLES & RESPONSIBILITIES:

- Performs as an effective member of Mi Team
- Adheres to internal polices and procedures; recommends changes when appropriate to do so
- Conducts wet and dry employment interviews under the leadership of the Aquatic Supervisor, Recruitment & Training

- Develops and implements an innovative and rewarding aquatic volunteer program
- Develops and/or implements drowning prevention and WaterSmart® programming initiatives
- Develops community program plans under the direction of the Aquatic Manager
- Develops marketing proposals and plans
- Develops and/or implements community-based water safety programming initiatives
- Ensures program accessibility by members of the special populations community
- Ensures that all program and service offerings are reviewed with, and are approved by the Aquatic Supervisor, Risk Management, prior to program advertisement and/or implementation
- Ensures user-based and learner-centered programming
- Evaluates employee performance according to departmental and organizational policies and procedures, applicable federal and provincial legislation, industry-determined best-practices and bargaining unit agreements
- Evaluates program and service delivery plans to ensure ongoing success; recommends and makes changes accordingly
- Instructs, lifeguards, mentors, coaches, and examines when required to do so
- Role models performance expectations
- Leads marketing initiatives related to aquatic program and service offerings
- Liaises with appropriate governing bodies; ensures adherence with LSS Affiliate Agreement and CRCS Training Partner Agreement
- Liaises with Guest Services Team to ensure that team members are knowledgeable about aquatic programs and services, are representing the aquatic department with professionalism and are providing world-class service to aquatic members, guests and program participants
- Liaises with Health & Wellness Team on issues relating to fitness, wellness, nutrition, work-life balance, professional development, etc.
- Liaises with Leisure Services Team
- Manages a sub-budget under the direction of the Aquatic Manager
- Orients and trains team members under the leadership of the Aquatic Supervisor, Recruitment & Training
- Plans, implements and participates in the delivery of in-service training under the direction of the Aquatic Manager
- Prepares and maintains records and reports in accordance with federal and provincial legislation, internal policies and procedures, industry-determined best-practices and bargaining unit agreements
- Schedules instructional staff, including Aquatic Instructors, Aquatic Fitness Instructors, First Aid/CPR/AED Instructors and Aquatic Play Leaders
- Specifically targets Mi Team employees when planning and implementing program and service offerings
- Supervises instructional delivery teams
- Supervises the scheduling, administration and implementation of all aquatic centre rentals and contracts, excluding special events
- Surveys members, guests and program participants to ensure program quality
- May be required to act on behalf of the Aquatic Supervisor, Risk Management, the Aquatic Supervisor, Recruitment & Training and/or the Aquatic Manager during times of absence
- Performs other duties as required

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Ability and willingness to be flexible in a changing work environment
- Ability to communicate effectively with others
- Ability to establish and maintain respectful and cooperative working relationships with all teammates
- Ability to promote water safety and drowning prevention through public education and special events
- Ability to recognize and act to resolve potential problems proactively
- Ability to work independently and as a contributing member of a team

- Commitment to develop interpersonal relationships with members, guests and teammates
- Commitment to value and contribute to a diverse work setting and to welcome members, guests and program participants from diverse origins
- Knowledge of applicable legislation
- Knowledge of aquatic instructional programs and evaluation standards
- Knowledge of lifeguarding principles and practices
- Knowledge of safe work practices
- Strong computer literacy skills (MacDonald Island uses the CLASS registration system)
- Strong dedication to community service

## **QUALIFICATIONS:**

**Desirable Qualifications at Time of Hire:** (some to be maintained as a condition of employment)

- AED Provider (current within 1 year)
- Aquatic Emergency Care or Standard First Aid (Canadian Red Cross Society or Lifesaving Society preferred; current within 2 years)
- Canadian Red Cross First Aid Instructor Certificate (current)
- Canadian Red Cross Water Safety Instructor Award (current within 2 years)
- Canadian Red Cross Water Safety Instructor Trainer Award (current)
- Certified Pool Operator
- CPR-C (current within 1 year)
- Lifesaving Society Aquatic Supervisory Training or Lifesaving Society Head Lifeguard Course
- Lifesaving Society Lifesaving Instructor Award (current within 2 years)
- Lifesaving Society Lifesaving Instructor Trainer Award (current)
- National Lifeguard Service Award – Pool Option (current within 2 years)
- National Lifeguard Service Instructor Certification (current)
- Aquafitness Instructor Certification

## **Experience & Educational Requirements:**

- A minimum of four to six years of practical work experience as a Lifeguard/Instructor and exceptional work references are desired
- Post-secondary education in a relevant field such as Recreation, Leisure, Fitness, Coaching, Health, Sociology, Psychology, Education, etc. and/or a combination of award certifications and experience deemed equivalent is desired

## **PHYSICAL REQUIREMENTS & SAFETY:**

- All employees are responsible to and accountable for MacDonald Island Park's health and safety policy. All employees at every level should be familiar with the requirements of the Alberta Occupational Health and Safety legislation as it relates to their work processes.
- Emergency tasks and regular staff training events involve the performance of physically demanding work, which may involve some combination of running, climbing and/or swimming and may involve lifting, carrying, pushing and/or pulling heavy objects including distressed persons on land or in the water, including performing work while wet and/or performing the aforementioned tasks for extended periods of time.
- Must maintain the ability to demonstrate "Must See" and "Instructional Emergency Response" items from the appropriate governing body's current publication standards to the satisfaction of the employer at all times of scheduled employment.

- Safe lifting, bending, carrying and rescue techniques and the use of a rescue aid in the water and the coordination of rescue with a second rescuer and rescue aids in the water, when possible, are required.
- Safe use of employee protective equipment is required.
- While performing the essential functions of this job, some tasks involve the ability to exert very moderate physical effort, typically involving some combination of standing, standing at a height, sitting, sitting at a height, crouching, walking, climbing, swimming, performing work while wet and/or performing the aforementioned tasks for extended periods of time.

**BENEFITS OF JOINING Mi Team:**

- 100% health, dental and vision coverage and competitive group benefits
- Excellent RRSP options
- Annual adult membership to the Suncor Community Leisure Centre or annual adult membership credit
- 70% off golf membership and free golf vouchers to Miskanaw Golf Club on MacDonald Island
- 15% off at all MacDonald Island Park restaurants and food outlets
- No-cost recertification of aquatic qualifications
- Free uniforms every year

**HOW TO APPLY:**

Please forward (1) a Cover Letter (list "Aquatic Supervisor, Programs" on subject line); (2) a Resume; and (3) Photocopies of Certification Cards to:

Human Resources Department  
MacDonald Island Park Corporation  
151 MacDonald Drive  
Fort McMurray AB T9H 5C5  
Email: [hr0070@macisland.ab.ca](mailto:hr0070@macisland.ab.ca)  
Fax: 780.791.2898