



## JOB DESCRIPTION

### **Identification**

**Department:** Recreation

**Position:** Aquatic Coordinator

**Supervisor:** Director of Recreation

**Hours of Work:** 40 hrs/wk. Normal Hours of work are from Monday to Friday, 8:30 am to 4:30 pm to begin, moving to shift work during pool operation season.

**Scope:** Under the direct supervision of the Director of Recreation, the Aquatic Coordinator will be responsible to over see the successful implementation of Barrington Recreation's Summer Aquatic Services. This is done through careful and creative planning and promotion allowing for a fun and safe experience for program participants.

**Desired Qualities/Qualifications:** High School completion and enrolled in post secondary education. Previous experience in pool operations is desired. A team player, who is willing to work with others, including other staff members, parents/guardians and the general public. The Aquatic Coordinator will need a friendly, trustworthy, and honest personality. Required certifications include; National Lifeguard Service – Pool, Standard First Aid and CPR, Red Cross Water Safety Instructor.

**Duties:** Responsibilities include, but are not limited to the following:

### **Programming**

- to identify and confirm all resources required: finances, equipment, supplies, training, etc.
- to purchase equipment and supplies as necessary
- to evaluate the programs and services, as required, through the departmental evaluation process as well as to the Rec Cross and Lifesaving Society.
- To provide swim instruction at all levels as well as perform guard duties as needed.
- to follow safety guidelines and procedures and practice diligent risk assessments
- to report all problems, concerns, criticisms, and compliments to the Director of Recreation
- To collaborate with other summer program staff to best utilize all resources

### **Administrative**

- to adhere to the aquatic budget
- to attend staff meetings
- to follow policies and procedures set forth by the department as well as NSHA, Red Cross and Lifesaving Society.
- Provide reports on participation, maintenance schedules and ensure consistent pool maintenance and testing is completed.
- to ensure all forms are completed and payments received
- to maintain up to date records/files for the program and participants

**Public Relations/Promotions**

- to promote aquatic activities through social media, posters, brochures and school visitations
- to interact with all participants on a regular basis, and ensure leaders are doing so, as well

**Supervisory**

- to assist in interviewing and hiring of summer pool staff, when required
- to assist in the supervision and instruction of participants in the youth leadership program.
- to develop staff schedules
- to supervise aquatic staff
- to evaluate staff, as required
- to act as a department resource

The Coordinator will be responsible to perform all duties as listed and other duties as requested by the Director of Recreation or Active Living Coordinator.