



Town of Blackfalds

Position Description

Title:	Aquatic Programmer (Seasonal)
Reports To:	General Manager of the Abbey Centre Fitness & Aquatics Coordinator
Direct Reports:	None
Position Summary:	Create and manage all pool programs and assist in the supervision of all lifeguard staff and instructors as needed. Ensuring all guests receive quality instruction and that our instructors are meeting the Red Cross or Lifesaving program standards through the delivery of the swim programs. The Aquatics Programmer assists in the pool chemical and mechanical operations.

Required Knowledge, Skills and Abilities

- Commitment to continuous improvement and excellent customer services
- Proven ability to deal directly with staff and public in a courteous and friendly manner
- Efficient and effective communication skills
- Strong management, teamwork, leadership, supervisory strengths and cooperation skills
- Excellent skills in decision making and analytical thinking
- Solid planning, organizing and problem-solving skills
- Provide mentorship and guidance for volunteers

Position Requirements

- Swim Instruction
 - a. Prepare instructor administrative packages
 - b. Check & review all lesson administrative work

- c. Supervise & assist instructors
- d. Evaluate instructors
- e. Prepare class list
- f. Assist in the adjusting swim lesson schedule as required
- g. Instruct as required
- Lifeguarding
 - a. Supervise and assist lifeguards as required
 - b. Maintain a safe aquatic setting, removing all hazards to public and staff
 - c. Assist in administering in-services
 - d. Help evaluate lifeguard positions & rotations
 - e. Evaluate Lifeguards
 - f. Lifeguard as required
 - g. Provide first aid as required
- Mechanical
 - a. Daily water test, monitoring gauges and water chemistry levels
 - b. Chemical additions as required
 - c. Mechanical procedures as required
 - d. Chemical barrel changes as required

Preferred Education and Experience

- Minimum Grade 12 combined with 4 or more years' experience in an aquatic setting.
- Completed or working on a degree/diploma/certification in Recreation, Physical Education, Kinesiology or equivalent is an asset.
- Red Cross Water Safety Instructor (Water Safety Instructor Trainer, asset)
- National Lifeguard – Pool (National Lifeguard Instructor, asset)
- Standard First Aid with CPR “C” and AED (Aquatic Emergency Care with CPR C and AED, preferred)
- Lifesaving or Red Cross First Aid Instructor (asset)
- Aqua-Fit Certification (CALA, WaterART or AFLCA)
- Pool Operators 1 (Pool Operators 2, asset)
- Lifesaving Instructor
- SEE Auditor, asset



- Valid Driver's License with current Drivers Abstract
- R.C.M.P Criminal Record Check
- Additional Requirements:
 - a. Vulnerable Sector Check (16+)
 - b. Intervention Record Check (18+)

Physical Demands

- Candidate should be physically fit, able to lift 50 lbs, to perform chemical barrel changes safely.
- Be physically able to stand/walk for extended periods at a time outside in various weather situations
- Physically fit to perform rescue techniques when required
- Be able to remain in a wet atmosphere for extend periods of time.

Work Environment

- Outside environment with expectation to work in various weather conditions.
- Very dynamic work environment.
- The noise level in the work environment is quiet to loud.

Conclusion

This position description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This position description is intended to convey information essential to understanding the scope, the general nature and level of work expected to be performed.

