



## **JOB DESCRIPTION**

**Job Title:** Stony Plain Outdoor Pool Coordinator

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### **Primary Focus:**

The Stony Plain Outdoor Pool Coordinator is responsible for ensuring an effective, efficient and safe operation of Aquatic programs, events, and spontaneous activities at the Stony Plain Outdoor Pool (SPOP). The incumbent also promotes the culture, values, vision of the SPOP and the TransAlta Tri Leisure Centre (TLC) to both internal and external parties. The Coordinator will be required to work outside of traditional business hours to ensure the fulfillment of client requirements.

### **Specific Accountabilities:**

- Provide Leadership and Supervision to all staff at the SPOP
- Work closely with the TLC supervisory team to plan, schedule, supervise the aquatic staff and programs at the SPOP
- Recruit, manage and develop staff in Aquatics programs in accordance with SPOP and TLC policies and employment laws and ensure relevant HR procedures are followed (appraisals, discipline, grievance, etc.)
- Develop and implement procedures that the SPOP staff members follow.
- Establish and maintain appropriate systems for measuring necessary aspects of Aquatics organizational performance.
- Monitor, measure and report on the Aquatics organizational development plans and achievements within the agreed upon formats and timelines.
- Prepare, manage and control Aquatics departmental expenditures within the agreed budgets (operational and capital).
- Maintain awareness and knowledge of contemporary Aquatics organizational development theory and methods.
- Plan and manage internal communications and awareness of SPOP and TLC vision, mission, and strategic plan.
- Maintain and develop SPOP and TLC image and reputation, and protect and develop the SPOP and TLC's brand via suitable PR activities.
- Ensures Aquatics activities meet with and integrate with organizational requirements for the quality management, health and safety, legal stipulations, and general duty of care.
- Ensure safety for Aquatics patrons and staff by implementing and following SPOP and TLC policies and provincial legislation.
- Coordinates the day to day operational needs of the SPOP, including but not limited to: establishing daily maintenance and cleaning schedules, determining day to day maintenance priorities.
- Ensures a safe working environment for all employees who venture into the Aquatics area by developing cleaning procedures that utilize appropriate PPE as well as proper labeling and storage of all chemicals
- Assists in the coordination of ongoing first aid training for all SPOP staff.
- Schedules and administers staff evaluations/audits for SPOP staff in accordance with the Collective Agreement and TLC policies.
- Assists in the development, implementation and training of SPOP emergency response procedures.
- Coordinates water testing procedures.
- Assists in the coordination and delivery of staff training workshops and in-services.
- Assists with the orientation and subsequent training of new staff including assigning shadow guarding and teaching of all policies and procedures within the TLC as they relate to aquatics and HR.
- Responsible for coordinating and training of newly hired Aquatics Instructors and Lifeguards
- Initiates and administers ongoing training for all Aquatics Instructors including, but not limited to, pre or post class meetings, workshops, and/or in-services.
- Provides recommendations to the Aquatics Supervisor along with budget considerations for the purchase of new equipment.
- Maintains adequate inventory of lesson related supplies such as swim cards and badges as well as program related equipment.

- Coordinates the preparation and review of all program/lesson documentation including lesson plans and progressions.
- Schedules and administers aquatics instructor audits and evaluations.
- Responsible for actively gathering feedback from aquatics programs offered by the SPOP.
- Coordinates the day-to-day delivery of the Aquatics Programs and services at the SPOP.
- Provides leadership, supervision, mentorship and coaching to the Aquatics Instructional Staff
- Works collaboratively with the Aquatics Operations Coordinator and Aquatics Supervisor to create the staff schedule in accordance with the needs of the SPOP and within the Collective Agreement
- Coordination of volunteer services
- Performs other related duties and responsibilities as required.

**Competencies/Skill-Sets Required:**

- Exceptional customer service focus.
- Strong Communication and negotiating skills; ability to present complex issues effectively at all levels in the organization and effectively influence others.
- Independent decision-making, problem solving and analytical skills.
- Teamwork and cooperation.
- Current knowledge of provincial legislation and health and safety as it relates to Aquatic Programming and Pool operations.
- Knowledge and understanding of Occupational Health and Safety.

**Designations/Training Required/Prerequisites:**

- Certificate/Diploma/Degree in Business Administration, Facility Management or Recreation Administration or equivalent and 3 to 5 years of direct related experience
- Current NLS, AEC, WSI awards. Other appropriate aquatic awards would be considered an asset, such as Pool Operator I & II, WSIT, NLI, SFAI
- Supervisory and Leadership experience.
- Knowledge of Life Saving, Pool Facility, Occupational Health and Safety Code and Alberta Health and Safety Code are required.
- Experience with Health and Safety training as well as emergency procedures would be an asset.
- Experience with Intelligenz Solutions computerized reservation/program registration system is an asset.
- Word processing and general computer experience is an asset.
- Cleared criminal record check and child welfare check is required

**Recruits From:**

- Aquatics Operations Coordinator
- Aquatics Program Coordinator
- Shift Leaders

**Career Progression:**

- External Aquatics positions

**Reports To:**

- TLC Aquatics Supervisor

**Direct Reports:**

- Aquatics Shift Leaders
- Lifeguards
- Instructors