

Position Description: Aquatic Leader

Hours of Work: Part time to full time, shift work required (pool hours of operation can range from 7:00 AM to 9:00 PM) and up to seven days per week, May through the end of August.

Rate of Pay: According to Pay Scale Policy A-12(b)

General Statement Reporting to the Pool Manager, the Aquatic Leader is responsible for cleaning and maintenance activities, front counter support and lesson/public swim support and program delivery. While on duty, Aquatic Leaders assist with assuring the responsible conduct and safety of all persons in or near the pool.

Duties and Expectations

Include, but may not be limited to:

1. General

- Assist in the protection and safeguarding of the life and safety of swimmers and fellow staff members
- Assist in the protection of pool property, equipment and facilities;
- Report to the Pool Manager any feedback/comments/complaints received from the public at large regarding pool programs, scheduling, and pool operations in general;
- Prevent accidents, and should an accident occur, assist in the provision immediate emergency care and assistance;
- Assist with ensuring that all pool users adhere to all pool health and safety standards;
- Perform general pool and facilities maintenance tasks as assigned, including but not limited to pool water chemistry tests, pool vacuuming, and facilities clean-up;
- Cleans/sanitizes washrooms and change room facilities as required and directed;
- Assist as required to receive passes, registrations and bookings, along with applicable fees, recording such, and issuing official receipts for all registrations and bookings;
- Assist as required and assigned, with Public Swim admissions, taking in admission fees, recording attendance on daily attendance sheets;
- Assist as required and assigned, to reconcile daily cash, submitting accurate daily monies and applicable records to the Pool Manager and/or the CCRD Finance Department in a timely fashion;
- Assist Pool Manager in the planning and supervision of water recreation activities, games and special events.
- Perform duties as assigned.

Parameters of Position:

- Employee is expected to report to work as per posted schedule; If leave is required during scheduled work time, this must be confirmed with the Pool Manager with as much advance notice as possible.

Qualifications: Include but may not be limited to:

- 13 years of age (minimum).
 - For those 13-15 years of age, proof of age (such as a copy of birth certificate) must be provided to CCRD Administration prior to employment taking effect.
 - For those under 16 years of age a signed parental consent form (attached) MUST be provided to CCRD Administration prior to employment taking effect.
 - For those 16 years and older, a Social Insurance number must be provided on the requisite TD1 forms prior to employment taking effect.
- Holds Bronze Medallion certification
- WHIMIS

The positions of Aquatic Leader require individuals who have initiative and desire to undertake additional training in emergency care, pool maintenance, life guarding and swimming instructor if required or offered by the CCRD.