



## Employment Opportunity

### Deck Supervisor - Full Time

The Deck Supervisor is responsible for the supervision, administration, and delivery of aquatic programs and associated special events, including staff and volunteer recruitment/development/supervision/scheduling; assisting registrations, program development and design; statistics compilation, risk management, liaison with participants/agencies and the general public in areas relating to aquatics.

#### Skills and Qualifications

- Minimum completion of high school Grade 12
- Valid NL, LSS Instructor and LSS Swim Instructor Certification, Examiner and Trainer status
- Current holder of advanced aquatic awards, including trainer and examiner status, First aid, CPR, and AED certification
- Minimum three (3) months related work experience, including customer service experience
- Operating knowledge of ACTIVE Net registration and membership processing system
- Significant demonstrated administrative and program development experience in aquatics including supervisory experience, preferably in a municipal environment.
- Must have basic knowledge of pool operations.
- Pool Operator Certification would be considered an asset.
- Good supervisory, interpersonal, report-writing, public relations and organizational skills.
- Ability to deal courteously and effectively with all levels of staff, program participants, the general public and external agencies.
- Available to participate in special events and to work flexible hours (evenings and weekends) as may be required for program/event administration or meeting attendance.

A detailed job description is attached below. Interested and qualified candidates are invited to submit a cover letter and detailed resume no later than **4:00PM on February 3, 2022**, to:

Email:

[hr@essex.ca](mailto:hr@essex.ca)

While we appreciate all applications, we acknowledge only those applicants selected for an interview.

The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and will accommodate the needs of applicants under the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). Accommodation may be provided in all parts of the hiring process.



**Position Title:** Deck Supervisor  
**Division:** Recreation and Culture  
**Department:** Community Services  
**Reports to:** Assistant Manager, Aquatics  
**Employee Group:** Union

### **Position Summary**

Reporting to the Assistant Manager, Aquatics, the Deck Supervisor is responsible for the supervision, administration, and delivery of aquatic programs and associated special events, including staff and volunteer recruitment/development/supervision/scheduling; assisting registrations, program development and design; statistics compilation, risk management, liaison with participants/agencies and the general public in areas relating to aquatics.

### **Duties and Responsibilities:**

- Assists in the supervision, administration and program development for the Essex Recreation Complex and associated programs, aquafit programs and workshops.
  - Liaises with community/participants/aquatic agencies and the general public to facilitate aquatic program needs and monitors that content, safety and health standards are appropriate and monitors same.
  - Responds to enquiries and/or resolves or refers concerns from the program participants/parents, general public and community groups/ agencies and on general Essex Recreation Complex aquatic program needs, opportunities and requirements.
  - Assists with the development and delivery of new or revised programs to maximize the use of the aquatic facilities for a wide range of clientele, including physically challenged individuals, seniors, volunteers, school groups, preschoolers, birthday parties, etc.
  - Responsible for monitoring established procedures and identifying inconsistencies to maintain Ministry of Health standards for quality and safety in and around the pool area. To ensure that all pool equipment, signage and procedures are maintained to the
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standard established by the Ministry of Health. Assist with implementation of Risk management Program.

- Upholds safety standards for the Essex Recreation Complex and ensures approved standards are implemented and adhered to by staff and participants
- Supervises part-time and seasonal aquatics staff, contract instructors and volunteers including orientation and ongoing evaluation and feedback
- Assists with the development of staff training/orientation programs, implements and evaluates same. Ensures applicable health and safety legislation is followed and staff are trained in these areas
- Ensure aquatic staff are knowledgeable and are trained to act in emergency situations, that documented procedural information is available; and prepares follow-up reports to any such incidents/accidents
- May assist management with the development of guidelines for procedures, such as guard positioning and rotation, ratios, etc. and ensure that they are to the standard as established by the Ministry of Health and that they are adhered to by staff.
- Assists with registration, special events, group booking/co-ordination, promotional activities and budgeting as required
- Maintains an inventory of aquatics supplies and equipment and recommends purchases for same when necessary
- Maintains statistics and prepares reports, recommendations, within the scope of the job function, as required
- Researches, attends seminars/workshops, and participates on aquatics-related committees to maintain an awareness of current issues/trends in the aquatics field and maintain current pre-requisite certifications
- Performs aquatics instruction and/or lifeguarding duties as required
- Performs other duties in accordance with departmental and/or corporate objectives as may be directed

### **Working Conditions:**

- 35 hours per week; consisting of five (5) seven (7) consecutive hour days; Sunday to Saturday; with a one half (1/2) hour unpaid lunch period
  - Must be physically capable of performing a wide variety of physical tasks including walking, running, sitting, lifting, crouching, kneeling and jumping for extended periods of time
  - Some travel is required
  - Ability to attend and conduct presentations
  - Manual dexterity required to use desktop computer
  - Some overtime may be required
  - Work will be performed mainly indoors
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**Qualifications:**

- Minimum completion of high school Grade 12
  - Valid NL, LSS Instructor and LSS Swim Instructor Certification, Examiner and Trainer status
  - Current holder of advanced aquatic awards, including trainer and examiner status, First aid, CPR, and AED certification
  - Minimum three (3) to six (6) months related work experience, including customer service experience
  - Operating knowledge of ACTIVE Net registration and membership processing system
  - Significant demonstrated administrative and program development experience in aquatics including supervisory experience, preferably in a municipal environment.
  - Must have basic knowledge of pool operations.
  - Pool Operator Certification would be considered an asset.
  - Good supervisory, interpersonal, report-writing, public relations and organizational skills.
  - Ability to deal courteously and effectively with all levels of staff, program participants, the general public and external agencies.
  - Available to participate in special events and to work flexible hours (evenings and weekends) as may be required for program/event administration or meeting attendance.
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