



Employment Opportunity Temporary Full-Time Aquatic Centre Coordinator

The Town is seeking an energetic, dynamic individual to fill the position of Temporary Full-Time Aquatic Centre Coordinator to commence as soon as possible until approximately December 31, 2024. The successful candidate will be strongly devoted to public service, team orientated, innovative and result driven. Reporting to the Aquatic Centre Supervisor, the Aquatic Centre Coordinator assists in ensuring the efficient operation and administration of the [Westlock Aquatic Centre](#) and its programs and services.

You will be working in a vibrant community of 4,921 just 85 kilometres north of Edmonton. We have all the amenities and more. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the Rotary Spirit Centre multi-plex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need. Your co-workers are focused on providing great public service and having fun while doing so.

Key responsibilities include:

- Supervision and Leadership: Leading a team of lifeguards and support staff, ensuring they are trained, motivated, and providing excellent customer service
- Safety: Safe operation of the Aquatic Centre ensuring the facility is run in accordance and compliance with Town operational policies and standards and Provincial Health regulations
- Facility Management: overseeing the daily operation of the Aquatic Centre, including scheduling, maintenance and cleanliness
- Customer Engagement: interacting with patrons, addressing concerns, and ensuring a positive experience for visitors; promoting and maintaining positive public relations and partnership opportunities with schools, community groups and local organizations to maximize use of the facility
- Administrative Duties: preparing and assigning daily and weekly work schedules for Aquatic Centre lifeguard staff
- Serving the Community

The ideal candidate will have the following qualifications; however, we encourage all senior lifeguards with supervisory experience to apply:

- Current National Lifeguard Certification
- Intermediate First Aid / Instructor Certificate
- Lifesaving Instructor/Examiner and Lifesaving swim instructor/examiner
- Pool Operations Level 1 & 2 would be considered an asset
- Valid class 5 Alberta Driver license
- Minimum 5 years experience working in aquatics (lifeguard, instructor, pool operator, etc.)
- Experience in related field with supervisory duties
- Familiarization with Recreation Software an asset (Perfect Mind)

The Town of Westlock offers a competitive salary: \$55,000 – \$67,644. The position is primarily Monday – Friday, 35 hours per week with occasional evenings or weekends and statutory holidays.

The successful candidate will be required to provide a criminal record check with vulnerable sector check prior to commencement of employment.

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however only those selected for an interview will be contacted.

Please submit your resume with three references in confidence to:

Town of Westlock
10003-106 Street
Westlock, Alberta T7P 2K3
Phone: 780-349-4444
Fax: 780-349-4436
Email: employment@westlock.ca

REPORT TO: AQUATIC CENTRE SUPERVISOR

INCUMBENT: AQUATIC CENTRE COORDINATOR

Reporting to the Aquatic Centre Supervisor, the Coordinator performs duties to ensure the efficient operation and administration of programs and operations of the Aquatic Centre Facility. The Employee may be required on an ongoing basis to attend applicable training, workshops, seminars and courses at the discretion of the Employer in order to facilitate job knowledge and performance. This individual will maintain a positive working team relationship within the Town organization. This position may require additional hours, on-call and/or shift-work including weekends and evenings above regular hours.

RESPONSIBILITIES /DUTIES

1. Maintains standards for lessons/lifeguard skills.
2. Teaches all levels of swim lessons and performs lifeguarding duties as needed.
3. Assists in the effective and efficient use of the Aquatic Centre's programs, rentals, events and other public uses.
4. Prepares and assigns daily and weekly staff work schedules for Aquatic Centre lifeguard staff.
5. Assists in organizing and booking user groups i.e. – birthday parties as required.
6. Prepares work sheets for schools and classes as required.
7. Participates in the implementation and preparation of emergency and safety procedures, and ensures the effective implementation of the procedures.
8. Assists in ensuring the operation of a safe aquatic environment and assists in the development of all safety orientations protocols and manuals for all facility staff.
9. Provides leadership to ensure a good and effective Health and Safety program is upheld and maintained.
10. Ensures the continuance of good public relations between staff, user groups and the general public.
11. Provides leadership in promoting friendly and positive relationships with all staff and clientele, and strives toward excellence in customer service.
12. Is sensitive to public expectations and strives to deliver effective and efficient programs and services that meet the patrons' needs.
13. Assists in ensuring all rental agreements, and purchasing correspondence are maintained and stored in accordance to policies and procedures.
14. Advises the Aquatic Centre Supervisor to ensure that all facilities are maintained and in good repair.
15. Provides input into the development and maintenance of policies and procedures for the Community Services Department.
16. Performs pool maintenance, accurate records, and sending weekly Provincial water samples as required.
17. Schedules and carry out regular back washes and perform regular equipment checks and ensure appropriate equipment is available.

OTHER DUTIES

1. Help coordinate public advertising for recreational facilities and special events as needed.
2. Assist in preparing and making recommendations to the annual budget for the Aquatic Centre, reporting staff, programs and events in consultation with the Aquatic Centre Supervisor.
3. Perform other duties and/or functions as assigned by the Aquatic Centre Supervisor or the Director of Community Services.

EDUCATIONAL REQUIREMENTS

1. The minimum level of education required to perform these duties are:
 - Valid class 5 Alberta Driver license
 - Valid First Aid Certificate
 - Current National Lifeguard Certification
 - Lifesaving Instructor/Examiner and Lifesaving swim instructor/examiner
 - Pool Operations Level 1 & 2
2. The minimum experience required to perform these duties are:
 - Experience in related field with supervision duties
 - A very good working knowledge with computers
3. Familiarization with Recreation Software an asset (Perfect Mind).

GUIDANCE RECEIVED

Directives, manuals, regulations, ordinance, or other written guidelines used regularly by this position are:

- Direction from the Aquatic Centre Supervisor
- Direction from the Director of Community Services
- Town of Westlock Policies and Procedures
- Guidelines set out by various sports associations when setting up new programs (i.e. Swim Alberta)
- Life Saving Society program guidelines
- Alberta Public Pool Safety Standards
- Town of Westlock Health and Safety Manual

CONTACTS

This position will have frequent contact with the following:

- Aquatic Centre Supervisor
- Director of Community Services
- Spirit Centre Facilities Supervisor
- Communications and Marketing Coordinator
- Other Department Staff, sales personnel, etc.
- Federal and Provincial Sporting Associations; Alberta Recreation and Parks Association (ARPA), Canadian Parks and Recreation Association (CPRA), Alberta Association of Recreation Facility Personnel (AARFP), and Lifesaving Society Local recreation groups and local community schools
- Local recreation groups and local community schools



ENVIRONMENT

Features of work, which may create physical/mental stress, are:

- Flexible work schedule
- Responding to and coordinating the requirements of the general public and community groups
- Conflicting priorities and timelines for project work and/or timetables.

SIGNATURES

I have read and understand the contents contained within this job description. The Aquatic Centre Supervisor has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of Aquatic Centre Coordinator. This description will form the basis for my classification level and the basis for my performance evaluation.

Date: _____

Employee's Signature: _____

Supervisor's Signature: _____