

## JOB POSTING

### PROGRAM ASSISTANT - AQUATICS, FULL-TIME

**POSTING No: 2018-23**

**POSTING DATE: July 30, 2018**

**POSTING EXPIRY DATE: until filled**

Strathcona Regional District has an opening for two full-time Program Assistants - Aquatics. Under the direction of the Aquatic Coordinator, the Program Assistant - Aquatics will provide direction and support to lifeguard and instructional staff. The Program Assistant – Aquatics will be the lead hand providing shift supervision and direction to on duty staff. It is the role of this position to ensure that staff are following established protocols, that the programs are operating safely, and the facility is properly prepared for the enjoyment and satisfaction of all patrons. The work also involves being part of regular lifeguarding rotations, teaching specialized and standard aquatic programs.

Successful candidates will be required to complete a criminal record check and become a member of the United Steel Workers, Local 1-1937. The current rate of pay for this position is \$25.03 per hour.

#### **REQUIRED EDUCATION**

- Completion of grade 12
- One-year certificate in recreation, health & wellness, supervisory or leadership, business management or an equivalent combination of courses

#### **REQUIRED EXPERIENCE**

- Must be Lifeguard/Instructor III with leadership experience or equivalent combination of experience

#### **REQUIRED LICENCES AND CERTIFICATES**

- BCRPA Aquatic Fitness certificate or equivalent
- National Lifeguard award
- Water Safety Instructor award
- Lifesaving Instructor award
- Standard First Aid
- CPR Level C with AED (current within the year)

#### **REQUIRED LICENCES AND CERTIFICATES WITHIN ONE YEAR OF HIRING**

Candidates will have one year from the date of hiring into the position to attain the following additional certifications:

- National Lifeguard Instructor certificate/Recertification Conductor
- First Aid Instructor award
- Pool operator 1 certificate
- Pool operator 2 certificate

#### **HOW TO APPLY:**

Please forward your cover letter, resume and copies of your certificates to [corporate@srd.ca](mailto:corporate@srd.ca) quoting "Posting 2018-23 Program Assistant - Aquatics, Full-Time" in the subject line of your application.

**Strathcona**  
REGIONAL DISTRICT



301-990 Cedar Street, Campbell River, BC V9W 7Z8  
Tel: 250-830-6700 · Fax: 250-830-6710  
Toll-free: 1-877-830-2990

[www.strathconard.ca](http://www.strathconard.ca)

## Program Assistant - Aquatics

### JOB SUMMARY

Under the direction of the Aquatic Coordinator, the Program Assistant - Aquatics will provide direction and support to lifeguard and instructional staff. The Program Assistant – Aquatics will be the lead hand providing shift supervision and direction to on duty staff. It is the role of this position to ensure that staff are following established protocols, that the programs are operating safely, and the facility is properly prepared for the enjoyment and satisfaction of all patrons. The work also involves being part of regular lifeguarding rotations, teaching specialized and standard aquatic programs.

### JOB DUTIES

- Oversee the delivery of programs that occur during assigned shifts
- Organize and provide appropriate activities, games or events of interest to the users
- Organize and ensure that the aquatic area is set up for scheduled activities and that the user needs are sufficiently met
- Ensure first aid supplies, emergency equipment and program equipment are in order and administers first aid as required
- Provide support and assistance to lifeguards and instructional staff as required
- Assist with program area in-services and training
- Assist Aquatic Coordinator or Program Support Technician with staff scheduling process (i.e. substitutions or call-ins)
- Monitor the general maintenance and safety of the aquatic area, locker rooms and associated areas, and report abnormalities to the appropriate staff member. Maintain a safe and clean work environment
- Assist in water chemistry tests and add chemicals as needed
- May be required to teach during assigned shifts including Aquatic Fitness classes
- Perform other related work as assigned

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### REQUIRED EXPERIENCE

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**REQUIRED LICENCES AND CERTIFICATES WITHIN ONE YEAR OF HIRING**

Candidates will have one year from the date of hiring into the position to attain the following additional certifications.

- National Lifeguard Instructor certificate/Recertification Conductor
- First Aid Instructor award
- Pool operator 1 certificate
- Pool operator 2 certificate

**PREFERRED LICENCES AND CERTIFICATES**

- Water Safety Instructor Trainer
- Head Lifeguard training (Lifesaving Society) or supervisory certificate through other agencies
- Two-year diploma in leisure services or equivalent combination of courses
- WHMIS 2015

**KNOWLEDGE, SKILLS AND ABILITIES**

- Through knowledge of lifeguarding principles and practices
- Through knowledge of aquatic instructional programs
- Demonstrated competency as a lifeguard/instructor
- Demonstrated ability to organize and conduct a variety of special events and activities
- Ability to work independently with minimum supervision
- Must be able to lead by example and serve as a mentor to staff
- A strong customer service orientation
- Recognizes and acts to resolve problems
- Establishes and maintains respectful and cooperative working relationships
- Maintains regular communication with supervisors, keeping them fully informed on all non-routine, urgent and/or controversial matters
- A proven working knowledge of computer applications including Microsoft Office Suite – Outlook, Word, Excel, Publisher and recreation registration software
- Ability to provide feedback and training to staff
- Provides excellent customer service to both internal and external customers

**OTHER**

- Able to work a variety of hours and shifts, including but not limited to: evenings, weekends, and holidays.
- May be required to substitute in the short-term absence of a co-worker or supervisor.

*Safety is Everyone’s Responsibility - All facility staff, including the Program Assistant -Aquatics, are responsible for recognizing and immediately dealing with urgent safety and health issues when and where they arise. All facility staff are responsible for recognizing and reporting non-urgent safety issues to their manager or another appropriate person in a timely manner.*

I have read and understand this job description.

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature