

# Aquatics Programmer

Job Number: J0622-0461

Job Title: Aquatics Programmer

Job Type: Permanent Full Time

Job Category: Aquatics

Date Posted: June 8, 2022

Closing Date: August 31, 2022



## Position Overview:

The City of Prince Albert is looking to fill the permanent position of Recreation Programmer in the Aquatics division. Reporting directly to the Recreation Coordinator, the Recreation Programmer is responsible for the administration, programming, and management of the City of Prince Albert aquatics activities at the Frank J Dunn (FJD) Swimming Pool and Kinsmen Water Park (KWP).

## Principle Duties & Responsibilities:

- Develop, implement, promote and evaluate aquatic programs and facility usage based on the needs of user groups and the community to ensure high quality programs and services are available.
- Oversee aquatic program registrations including lessons, activities and courses and ensure instructors are in place.
- Work with partners such as the Red Cross and Lifesaving Society on ensuring lessons are current and new initiatives are adopted.
- Recognize the need for advanced courses and scheduling them appropriately.
- Preparation of written reports including month end and year-end reports on registration numbers, revenues, statistics, and other reports as requested including the completion of applications for local, provincial and federal grant opportunities.
- Recommend, administer and monitor appropriate budgetary provisions for programs and services.
- Recommend policy and procedures as they relate to effective and efficient operations.
- Implement and follow Frank J Dunn (FJD) Swimming Pool & Kinsmen Water Park (KWP) Safety Plan.
- Ensuring that all Public Health regulations are met.
- Ensuring the safe and efficient operation and maintenance of equipment and machinery by developing and maintaining a high standard of day to day maintenance for aquatic facilities.
- Assign, schedule, train, supervise and monitor the work of aquatic employees.
- Assisting Recreation Coordinator with recruitment process.
- Provide regular staff meetings and in-service training to ensure staff are currently certified in required areas to latest industry trends and provide opportunities to maintain current qualifications.
- Invoice, collect, account for and deposit cash receipts.
- Respond to inquiries and/or resolving complaints from the general public, staff, consultants, and community groups with regards to aquatic facility operations, programming and maintenance.
- Liaison with external agencies and develop programs that address the needs of the community.

## Required Qualifications:

- Grade 12 or equivalent; and
- Certificate from an accredited institution related to Aquatics, Recreation or Physical Education; and
- Three(3) years related work experience
- Possession of the following awards:
  - o Lifesaving Examiner for Bronze Family, Lifesaving National Lifeguard, Lifesaving National Lifeguard Instructor, Standard First Aid with CPR C/AED, Lifesaving First Aid Instructor, Lifesaving Instructor, Lifesaving/SWIM Instructor Trainer, Red Cross Water Safety Instructor, Red Cross Water Safety Instructor Trainer, AST Instructor (Lifesaving Aquatic Supervisor Training), WHMIS, and Saskatchewan Pool Operator Course.
- The following awards would also be considered an asset:
  - o Lifesaving First Aid Instructor Trainer, Lifesaving National Lifeguard Instructor Trainer, Lifesaving Mentor, and WHMIS Instructor.

## Key Knowledge, Technical Skills and Abilities

- Thorough knowledge relevant to: Lifesaving Society, SPRA fitness programs, aquatic emergency procedures, Occupational Health & Safety and Saskatchewan Health regulations.
- Must possess problem solving, organizational, public relations, communication, project management, leadership and supervisory skills.
- Ability to use responsible judgement, imagination and innovation ability required for the promotion of a variety of aquatic programs and activities.
- Knowledge of Provincial Swimming Pool Regulations, Provincial Occupational Health and Safety Act and the City of Prince Albert Policy and Procedures.
- Knowledge of methods, materials, equipment, and programs used in the operation of the aquatic facility.