

AQUATICS & SUMMER PROGRAMS COORDINATOR II

Employment Commitment:

- May – August (Full time for 14 weeks @ 32 hours/week)
- September – May (Part time throughout school year @ 10-12 hours/week)
- Dates are approximate and subject to change
- Possibility of an extension on an annual basis

Reports to: Recreation Programmer

Basic Requirements:

- Must be at least sixteen (16) years old and have access to daily transportation
- Red Cross Water Safety Training and/or Experience
- Must be able to supply clean Child Abuse Registry, Vulnerable Sector, and Criminal Record Checks
- Expected to be present at work for all scheduled shifts/days as outlined in job description
- Full participation in all assigned training, teambuilding events, staff meetings, special events, etc.
- To satisfy funding requirements, additional criteria may need to be met for some positions



Certification Requirements:

- Standard First Aid and CPR Level C or Equivalent
- HIGH FIVE Principles of Healthy Child Development
- WHMIS (Workplace Hazardous Materials Information Systems)
- Current Red Cross Water Safety Instructor Certification
- National Lifeguard Certification an asset

Position Summary:

Core Competency	Position-Specific Task Descriptions
Leadership	<ul style="list-style-type: none"> ♦ To develop, implement and evaluate countywide summer programs, in consultation with the Recreation Programmer. Programs to include but not limited to day camps, a preschool program, and outdoor recreation programs ♦ To assist in developing, implementing and evaluating the Red Cross swim program as per the established guidelines of the recreation department ♦ Supervision of program personnel and to ensure that a successful and professional program is being implemented. To assist in conducting regular and special team meeting(s) to support the program. ♦ To evaluate the program and submit a final report, as well as regular documentation and reports as required for the program success. To provide staff with all information through regular communication that will support the program, students and staff ♦ To adhere to policies outlined in the staff manual. Various other duties as assigned by the Recreation Programmer, Physical Activity Coordinator, and/or Recreation Director ♦ Various other duties as assigned by the Recreation Director or designate
Safety & Risk Management	<ul style="list-style-type: none"> ♦ To ensure that program areas are kept safe and free from hazards ♦ Ensuring safety and risk management processes and policies are followed and applied. ♦ Supervise program participants during the course of the program ♦
Program Management	<ul style="list-style-type: none"> ♦ Assist in the planning and implementation of Canada Day Celebrations, and assist with other special events as required. Attend all scheduled and assigned events and complete. ♦ Coordinate Inclusion Support – scheduling of inclusion leaders, communications with parents/guardians, collecting necessary information. ♦ To perform administrative tasks as required (includes budget control, public relations, etc.). To adhere to policies outlined in the staff manual and ensure that Day Camp staff does as well.
Judgement	<ul style="list-style-type: none"> ♦ Show the capacity to assess situations and act appropriately ♦ Make sound decisions based on the best interests of all parties involved
Teambuilding	<ul style="list-style-type: none"> ♦ Full and active participation in all program activities, training sessions, and staff meetings as required
Communications & Customer Service	<ul style="list-style-type: none"> ♦ Responsible for daily duties, such as greeting participants, leading activities, ensuring the safety and enjoyment of participants ♦ Completion of daily reports as required
Problem Solving	<ul style="list-style-type: none"> ♦ Determining and quickly implementing appropriate participant support and/or behaviour modification strategies as required ♦ Effectively manage & resolve day-to-day issues as they arise