



Aquatic Administration Supervisor Job Description

Location: YMCA of Cumberland

Schedule: Days, Weekends, Evenings

Hours: 35 Hrs/ week

Start Date: August 26, 2024

Salary: \$18- \$19 hr based on qualifications/experience

Reports to: HFA Centre Manager

Purpose

The purpose of the Aquatic Administration Supervisor is to organize and manage the Aquatics team and programming, in collaboration with the Pool Deck Supervisor and HFA Centre Manager, while maintaining a safe, clean and friendly aquatics environment and promoting the building of healthy communities.

Technical

1. Current NLS certification
2. Current Standard First Aid and CPR "C" certification
3. Current YSI certification
4. Current Lifesaving Instructor

Competencies

Commitment to YMCA Mission, Vision and Values

Communication

- Communicates information to people of all ages in an appropriate manner
- Ability to give and receive positive and constructive feedback
- Participates in a team setting to meet team goals
- Understands the impact that teachers/coaches/instructors have when communicating to learners
- Enforce rules and regulations
- Perform rescues in accordance with NLS standards and Cumberland YMCA procedures
- Communicates all relevant information to the HFA Centre Manager

Planning and Organizing

- Organize aspects of pool programming in respect to lifeguarding and instructing
- Ability to prioritize to ensure that important things get done in a timely manner
- Ability to lead a team in lifeguard training, lifesaving skills, and personal development
- Experience with goal setting and rewards for achievement

Quality Focus

- Experience in following standards and guidelines
- Ability to identify and creatively solve problems
- Enjoys interacting with people of all ages
- Ability to self-evaluate and take steps to improve

Facilitation and Coaching

- Committed to continuous learning and development
- Ability to create a positive and effective learning environment

Responsibilities and Expectations

- Model YMCA Values – Caring, Honesty, Respect, and Responsibility
- Supervise Pool programming and staff, under the direction of the HFA Centre Manager



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- Be knowledgeable regarding YMCA of Cumberland programming with an emphasis on Aquatics programming
- Safeguard patrons using the facility
- Lead the team of Lifeguards by example, as well as through direct instruction
- Keep Lifeguard performance records
- Place program supply orders as needed
- Assist in cleaning and maintenance of the aquatics area and equipment
- Promotion and delivery of Swim to Survive Program
- Assist with coordination of swim lessons / courses / performance reviews / staff in-services
- Lifeguard and instruct swim lessons as assigned
- Perform other related duties as assigned

Planning and Scheduling

- Plan and schedule Lifeguard training and meetings, under the direction of the HFA Centre Manager
- Use both long and short term goals to achieve a high level of team performance
- Be responsible for the Lifeguard schedule

Abilities

- Maintain good physical conditioning
- Keep lifeguarding skills at an NLS standard or better
- Keep teaching skills at the LSI standard through practice and instructing Lifesaving courses

Delivery of Aquatic Services:

- Take the initiative whenever possible to interact with members, guests and staff in a friendly and appropriate manner
- Present a positive public image through quality of work, appearance and good public relations.

To apply please forward your resume and cover letter to hfa@cumberland.ymca.ca