



Employment Opportunity

Position:	Recreation and Aquatics Supervisor
Division:	Community Services
Commencing:	As soon as Possible
Shift:	Variable; Days; Evenings; Weekends
Annual Salary:	\$59,841.60 to \$73,273.20
Deadline:	Open until vacancy is filled

Please apply by submitting a completed application form, cover letter, and resume, by email to jobs@fortfrances.ca (one (1) PDF file preferred) with the subject line: Recreation and Aquatics Supervisor.

Application forms are available online at: <http://fortfrances.ca/town/human-resources/employment-opportunities>

Please note that at present, we are only accepting external job applications by email or by fax at (807)-274-8479.

To learn more about this opportunity, please contact Tyler Young, Recreation and Culture Manager, at (807) 274-4561.



Position Description

Position Title:	Recreation and Aquatics Supervisor
Supervisor:	Recreation and Culture Manager
Employee Group:	Community Services
Date:	July 2022

Position Summary

- The Recreation and Aquatics Supervisor is accountable for the development, delivery, marketing, organization, and evaluation of all aquatics programming, recreation programming, and summer programming for children and, the day-to-day supervision and administration of these programs.

Direction Received

- The incumbent reports to the Recreation and Culture Manager.

Direction of Others

Reporting to the Program Director:

- Full-Time/Part-Time Lifeguards
- Seasonal Lifeguards
- Casual and Student Lifeguards
- Summer Program Staff
- Recreation Program Staff
- Community Services Secretary / Receptionist (Task Direction)

As a supervisor the Recreation and Aquatics Supervisor monitors employee's performance, schedules, disciplines, coaches, and advises staff in accordance with municipal policies. As directed by the Recreation and Culture Manager, works within departmental budget, and Town of Fort Frances policy to hire staff as required.

Revenue, Asset and Expenditure Scope

- The incumbent oversees an annual operating budget of approximately \$150,000 and is responsible for approximately \$100,000 in assets.

General Responsibilities

- Organizes, markets, supervises and administers the day-to-day aquatics programming at the Memorial Sports Centre.
- Coordinates, markets, supervises and administers recreation programming, including summer programming, and supervises recreation programming and summer program staff.
- To develop, plan, administer, market, and implement aquatic programs at the Memorial Sports Centre.
- Responsible for ensuring the development of pool staff to ensure that a sufficient complement is available to support demand for programming. Works within Town of Fort Frances policy to undertake selection, hiring, and training of aquatics and summer staff.
- Keep up-to-date regarding changes and trends in Aquatics, and the local market to be able to provide appropriate programming.
- Procure supplies and equipment/parts for aquatic and summer programs.
- Ensure all required staff certifications are up-to-date. Coordinate training in-house, and externally as required to ensure compliance.
- Responsible to organize, market, and supervise Summer Programming.
- Responsible to organize, market, and supervise Recreation Programming.
- Develop, market, organize, and evaluate the following programming:
 - Preventative Health Care Programs and Services related to aquatics
 - Summer Programming for children.
 - Recreation Programming
- Assists in the preparation of program budgets and responsible for approving expenditures within established spending limits and policies.
- Informs Facilities Superintendent of maintenance and safety issues, as well as deficiencies related to areas of facility repair, maintenance and cleaning schedules.
- Incumbent will keep informed of current funding programs related to their area, from senior levels of government and other providers.
- Additional duties as assigned.

Education and Qualifications

- Two-year post-secondary diploma in business administration, recreation, or leisure.
- 1 year of related experience. Previous supervisory experience an asset.
- Preference will be given to individuals with superior communication and leadership skills.
- Valid Ontario Driver's License.
- Excellent written and verbal communication skills.
- Excellent customer service skills.
- Demonstrated proficiency with word processing, and spreadsheet applications.

- Experience developing grant applications an asset.
- Experience collaborating with not-for-profit organizations and volunteer groups an asset.
- Standard First Aid and CPR certification.
- Lifeguard Award, Lifeguard Instructor and Examiner Certification is an asset
- Water Safety Instructor and Instructor Training is an asset

Effort

- Work demands concentration for moderate to prolonged periods on most days. Interruptions are continual throughout the day for short periods and may occasionally require change in priority or involve leaving the task at hand. Critical demands are occasional.
- Physical demands are related to normal to above normal muscular and sensory strain for short to moderate periods.
- The position is required to work a minimum of 35 hours per week at a flexible time allotment as position requires.
- Daily duties will also involve site visits, as required.
- Additional hours average up to 10 percent in excess of the regular workday. These additional hours are related to occasional attendance at meetings relevant to department and corporate responsibilities as required.
- The incumbent is occasionally exposed to physical hazards such as noise and may occasionally be subject to verbal abuse from difficult customers.

Conditions of Employment

- Employment is conditional upon a satisfactory Criminal Background Check, and Vulnerable Sector Screening.