

Barrington Municipal Recreation Department

POSITION: Aquatic Coordinator

SUPERVISOR: Recreation Director

AUTHORITY: Supervise all aquatic staff
Make recommendations on staff performances
Make recommendations on pool operation
Actions as required to carry out responsibilities

RESPONSIBILITIES:

- ❖ Scheduling of aquatic staff hours.
- ❖ Scheduling of pool program.
- ❖ Promotion of pool programs.
- ❖ Weekly staff meetings.
- ❖ Overall operation of pool on day to day basis.
- ❖ Maintaining records for program, maintenance, accidents, money received, etc.
- Submit all receipts to the Recreation Director
- ❖ Check to see pool maintenance and testing is done as per established schedule and is sufficient for health standards.
- ❖ Order necessary program supplies as needed.
- ❖ Regular equipment checks for repairs / replacement.
- ❖ Instruct different levels in each sessions.
- ❖ Guard as necessary.
- ❖ Provide in-service training to staff.
- ❖ Weekly supervisory meetings with staff.
- ❖ Provide reports on attendance, maintenance, etc., to Recreation Director when required.
- ❖ Provide summer ending report and statistics as required by Red Cross and Lifesaving Society.
- ❖ Know and apply procedure for securing pool each evening.
- ❖ Handle problems / concerns with staff and / or public as they arise.
- ❖ See that all policies as set down by the Department of Health, Red Cross, Royal Lifesaving and the Municipality of Barrington are followed.
- ❖ Submit a summer ending report on pool activities to the Recreation Director
- ❖ Responsible for collecting time sheets for staff for pay week.

CERTIFICATION:

National Lifeguard Service – Pool
Saint John Ambulance Standard First Aid
Cardio Pulmonary Resuscitation (CPR)
Red Cross Water Safety Instructors

WORK WEEK:

40 hours / week (rotation shifts)

SALARY:

\$12.00

STARTING DATE:

May 23, 2017

FINISHING DATE:

August 25, 2017

NOTE:

**All interviews will take place on April 25, 26, 28
between the office hours of 8:00 am – 4:30 pm.**

**ONLY THOSE WHO WILL BE INTERVIEWED,
WILL BE NOTIFIED.**