



Job Title: Aquatics Services Manager
Department: Parks and Recreation
Reports To: Director of Parks and Recreation
Supervises: Aquatics Assistant Manager, Lifeguards, Instructors, Summer Youth Program Staff
Salary Grid: 10
Probationary Period: 6 months
Job Type: Full-time / Permanent

Job Summary:

Reporting directly to the Director of Parks and Recreation, the Aquatics Services Manager is responsible for the overall administration, operation, and safety of aquatic services, including the swimming pool, aquatic programs, and staff management. Additionally, the Aquatics Services Manager oversees the development and supervision of the summer youth programs, ensuring effective delivery, completion and submission of grant applications, and coordination of program logistics.

Key Responsibilities:

- Oversee day-to-day operations of all aquatic facilities and programs, ensuring compliance with health, safety, and operational standards.
- Supervise and manage the Aquatics Assistant Manager, lifeguards, instructors, and summer youth program staff, providing mentorship, coaching, and conducting performance evaluations in collaboration with the Director of Parks and Recreation.
- Plan, develop, and implement diverse aquatic programs to cater to various age groups and skill levels, ensuring alignment with community needs and organizational objectives.
- Lead the development and supervision of summer youth programs, including hiring and managing seasonal staff, developing activities, and ensuring a positive experience for youth participants.
- Identify and apply for relevant grants to fund the summer youth programs and aquatic services. Ensure compliance with grant requirements and reporting.
- Ensure that all logistics for the summer youth programs, such as scheduling, transportation, and resource allocation, are effectively managed.
- Prepare, manage, and monitor the aquatic and youth program budgets, ensuring efficient use of resources and making recommendations to the Director of Parks and Recreation for budget adjustments.

- Ensure all pool operations meet local, provincial, and federal health and safety regulations. Coordinate regular safety inspections, emergency drills, and staff certifications (including first aid, CPR, and lifeguard training).
- Organize and lead regular in-service training, staff meetings, and professional development opportunities for aquatic staff, with support from the Aquatics Assistant Manager.
- Serve as the primary point of contact for all aquatic and youth services, addressing customer inquiries, resolving issues, and ensuring a positive experience for all patrons.
- Ensure proper maintenance of the pool and aquatic equipment, coordinating with facilities management for timely repairs and upgrades as necessary.
- Compile reports on aquatic operations, programs, staffing, and youth programs for the Director of Parks and Recreation. Analyze program success and make recommendations for improvements or changes.
- Perform other duties as may be requested by the Director of Parks and Recreation.

Qualifications:

- **Education/Certifications:**
 - College Diploma in Recreational Management or a related field, is preferred.
 - Current National Lifeguard certification is preferred.
 - Current Standard First Aid with CPR certification from an approved agency is required.
 - Current Swim Instructor certification is preferred.
- **Experience:**
 - Experience managing staff or similar supervisory roles is preferred.
 - Experience in budget management and program development.
 - Proven experience in maintaining compliance with health and safety regulations.
 - Experience in grant writing and managing grant-funded programs would be an asset.
- **Skills:**
 - Strong leadership and interpersonal skills.
 - Excellent organizational and multitasking abilities.
 - Ability to respond effectively to emergencies and handle high-pressure situations.
 - Bilingual (French/English) preferred.

Working Conditions:

- **Work Hours:**
Flexibility in work hours, including evenings, weekends, and holidays, based on operational and program needs.
- **Physical Demands:**
Moderate physical activity is required, such as standing for extended periods, lifeguarding, and assisting with pool maintenance.
- **Work Environment:**
Primarily based in an office setting, focusing on administrative tasks, with occasional requirements to work on the pool deck.