

	Title: Lead Shift Supervisor (Outdoor Pool)	<i>Date:</i> May, 1996 <i>Revised:</i> August, 2021
	<i>Department:</i> Recreation, Culture and Community Services	
	<i>Classification:</i> Inside	<i>Pay Grade:</i>
	<i>Date Signed Off by the Union:</i>	

Nature and Scope

This is full time work (40 hours per week) during the outdoor pool season (approximately last week of April to beginning of September). The Lead Shift Supervisor is responsible for scheduling, supervising and evaluating all aquatic employees. This position assists the Exempt Recreation Supervisor to plan, organize and direct the pool aquatic program and project work under the supervision of the Exempt Recreation Supervisor. Performance of responsibilities during the term of this position will require a flexible work schedule.

Illustrative Examples of Work

1. Schedules, supervises and evaluates all aquatic employees.
2. Assists the Exempt Recreation Supervisor in planning, organizing, promoting and evaluating the outdoor aquatic program.
3. Promotes public awareness, interest and participation in aquatic activities through public relations.
4. Assists the Exempt Recreation Supervisor to conduct or supervise staff in-services and training course on lifeguarding, instructing, maintenance and cashier duties, shift supervisor duties and workplace safety.
5. Assists in the planning and execution of special events.
6. Assists in interviewing, supervising and evaluating aquatic employees of the Recreation, Culture and Community Services Department.
7. Motivates employees' professional development.
8. Practices good public relations.
9. Assists the Exempt Recreation Supervisor in ensuring good records for purchases, sales, repairs, program participation, staff training, water chemistry, pool maintenance, staff meetings, seasonal activities, staff performances and accident reports.
10. Assists in supervising maintenance of the facility.
11. Assists the Exempt Recreation Supervisor in monitoring the regulation of pool chemistry.
12. Assists the Building Maintenance Supervisors and Building Service Workers with the pool start up including painting basis, pressure washing and leaf blowing.
13. Assists the Exempt Recreation Supervisor in ordering program supplies.

Required Knowledge, Abilities and Skills

1. Familiarity with the policies and procedures for Al Anderson Memorial Pool
2. Familiarity with the Health Act and Industry Standards
3. Familiarity with WHMIS
4. Knowledge of the philosophy and objectives of community recreation
5. Knowledge of pool chemistry, filtration, disinfection and heating systems
6. Knowledge of Royal Lifesaving Society lifeguarding and instruction skills and standards
7. Knowledge of Red Cross Water Safety Instruction skills and standards
8. Skill in recruitment, selection and training of staff
9. Skill in communication and public relations
10. Ability to maintain records
11. Ability to supervise the work of subordinates
12. Ability to motivate employees

Desirable Training and Experience

1. Worked at least one full summer at Al Anderson Memorial Pool, have extensive experience in lifeguarding, instruction and staff supervision;
2. Lifesaving Trainer;
3. First Aid Instructor/Examiner;
4. Leadership or Recreation Course;
5. Red Cross Aquatic Programmer Course;
6. Aquatic Supervisor Training (AST);
7. BCRPA Pool Supervisor's Course or Recreation Facilities Management Diploma;
8. Water Safety Instructor Trainer Certification; or
9. Equivalent combination of training and experience.

Required Licences, Certificates and Registrations

1. National Lifeguard Pool;
2. Water Safety Instructor Certificate;
3. BCRPA Pool Operator's Level I and II;
4. Lifesaving Instructor/Examiner; and
5. Valid Class 5 Driver's Licence for the Province of British Columbia.