

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

### Nature and Scope of Work

This is full time work during the outdoor pool season (approximately April 15<sup>th</sup> to August 31<sup>st</sup>). The Shift Supervisor reports directly to the Manager (or the Assistant Manager, if the Manager is away). The Shift Supervisor is responsible for the aquatic program when the Manager and the Assistant Manager are absent. The Shift Supervisor is responsible for short term program and operations supervision. Performance of responsibilities during the term of this position will require a flexible work schedule.

### Illustrative Examples of Work

1. Provides supervision of the public within the pool complex.
2. Practices good public relations.
3. Conducts game sessions during public swims.
4. Assists in the planning and execution of special events.
5. Supervises staff performance.
6. Conducts in-services and training courses on lifeguarding, instruction, maintenance, cashier duties and workplace safety.
7. Conducts water tests and regulates pool chemistry.
8. Receives deliveries and repair persons.
9. Assists in evaluating pool employees of the Recreation, Culture and Community Services Department.
10. Maintains accurate records.
11. Organizes and executes assigned projects.
12. Prepares and completes records, plans and forms required at the beginning and end of instructional sessions.
13. Teaches students of the Grade 5 Swim Program.
14. Teaches private, Jumpstart, Red Cross and RLSS lessons and Aquafit classes.
15. Work with volunteer teaching assistants.
16. Hosts Adult Swims.
17. Does cashier work: admitting patrons, registration, sales, answering inquiries, answering the phone, making coffee, stocking shelves, cleaning work area, reconciling cash, completing Daily Cash and Attendance reports, making floats, administering first aid and supervising patrons in the lobby and hallway.
18. Lifeguards swimming sessions.
19. Cleans the pool facility.

20. Attends staff training courses and sessions as required.
21. Performs other related duties as assigned.

### **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 Recommendations.
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. Ability to teach Red Cross and RLSS programs.
7. Ability to administer first aid.
8. Ability to perform water rescues.
9. Ability to maintain records.
10. Ability to supervise the work of subordinates.
11. Skills in communication and public relations.

### **Desirable Training and Experience**

1. Has worked at least 1 full summer at Al Anderson Memorial Pool;
2. Extensive experience in lifeguarding and instruction;
3. Lifesaving Examiner Award;
4. NLS Instructor Award;
5. Red Cross Instructor Training Certification;
6. BCRPA Pool Operator's II;
7. Red Cross Small Craft Watersafety Instructor;
8. Red Cross Preschool Instructor Course;
9. Aquafit Instructor Certification;
10. CPR Instructor Certification; or
11. Equivalent combination of training and experience.

### **Required Licences, Certificates, and Registrations**

1. NLS Award;
2. Basic Rescuer CPR;
3. Red Cross Instructor Award;
4. Valid Standard First Aid Certificate (WCB First Aid Level 1 preferred);
5. BCRPA Pool Operator's I;
6. Lifesaving Instructor Award.