

# JOIN OUR TEAM!



## THE ROLE

### Aquatic Coordinator, Recreation Programs

This is a temporary full-time position at the County. The hourly compensation for this role is \$23.22.

## THE OPPORTUNITY

Join our Community Development & Partnerships team, where you will ensure the safety of onsite staff and swimmers at Haldimand County pools.

This role focuses on coordinating and delivering aquatic programs that meet specific criteria while emphasizing public and participant safety, program enjoyment and aquatic development. As the Aquatic Coordinator, you will plan, organize, train and guide aquatic staff, ensuring smooth program implementation and onsite safety while being a positive role model for all!

If you are interested in aquatics and want a fun outdoor summer job, please apply today to become an essential part of the Haldimand County team!

## THE PERKS

- Lieu of Vacation
- Defined Benefit Pension
- Unionized
- Wellness Programs
- Safe & Friendly Work Culture
- Emotional & Team-Building Supports
- Career Growth
- Networking Opportunities



- Enrolled in post-secondary education
- Returning September full-time



- Some prior experience in an aquatic setting, including training or volunteering.



- Interpersonal Communication
- Diversity & Cultural Intelligence
- Collaborative Skills

## THE COUNTY

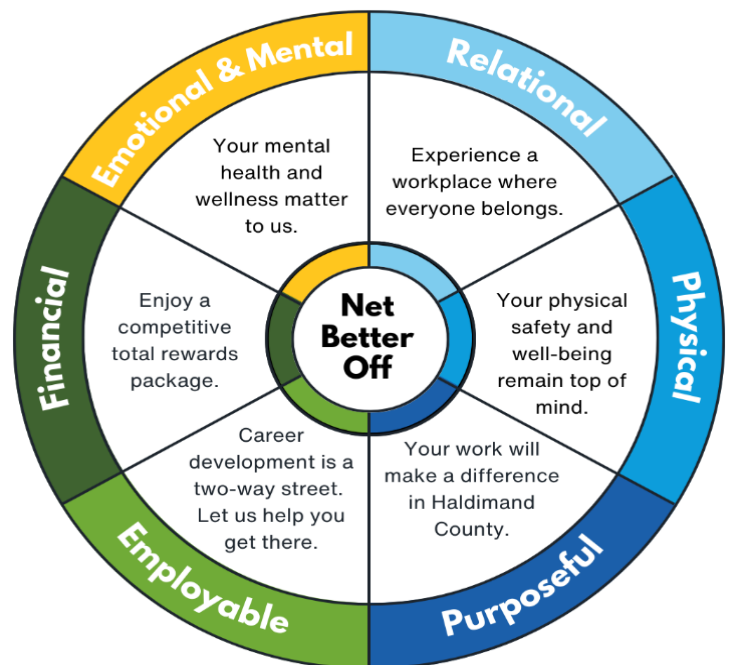
Haldimand County is committed to providing valuable work experience for students - without having to leave your community. Student positions are designed to provide leadership opportunities with future room for growth. With a focus on excellence, our County stands as an outstanding place to work and live. By joining our dynamic team, you open the door to a rewarding opportunity where we prioritize the skills to help you grow.

At Haldimand County, we believe in the Net Better Off philosophy. This means we're passionate about helping our staff thrive and advance in an inclusive workplace.

## THE NEXT STEPS

If this sounds like you, please submit your application online at [www.haldimandcounty.ca/careers](http://www.haldimandcounty.ca/careers).

This posting closes on **January 31, 2025, at 4:30 p.m.** Visit our Careers page for more opportunities.



## JOB DESCRIPTION

### Aquatic Coordinator, Recreation Programs, Community Development & Partnerships

<p><b>POSTING PERIOD:</b> December 13 – January 31, 2025</p>	<p><b>Employer Group:</b> CUPE Local 4700 (Haldimand)</p> <p><b>Reporting To:</b> Supervisor, Community Programs &amp; Events</p>
<p><b>Vacancy:</b> 4</p> <p><b>Grade:</b> Student 3</p> <p><b>Wage Range Per Hour:</b> \$23.22</p>	<p><b>Position Status:</b> Temporary Full-Time</p> <p><b>Hours Worked Per Week:</b> Up to 40</p> <p><b>Location:</b> HCAB, Pool Locations (Caledonia, Dunnville and Hagersville)</p>

#### CORE COMPETENCIES:

Interpersonal Communication | Diversity & Cultural Intelligence | Collaborative Skills | Emotional Intelligence

#### POSITION SUMMARY:

This role involves supporting the planning, coordination, implementation and delivery of aquatic programs. The incumbent will ensure that these programs meet specified criteria and descriptions, all while prioritizing safety, enjoyment and promoting aquatic development. As the Aquatic Coordinator, responsibilities will include planning, organizing, training, scheduling, monitoring, offering functional guidance and assisting with the evaluation of aquatic staff. This role serves as a bridge between the aquatic staff and the Supervisor and/or Community Recreation Programmer, including reporting any issues that may arise with participants, caregivers and aquatic staff, and consulting with the Supervisor and/or Community Recreation Programmer to address these concerns within defined parameters. In essence, the Aquatic Coordinator, is expected to act as a role model for both staff and program participants.

#### QUALIFICATIONS, KNOWLEDGE & SKILLS:

##### Education

- Enrolled in post- secondary education and returning full-time in September.

##### Experience

- Previous experience in teaching and/or working with children and adults.
- Some experience providing day-to-day guidance to peers in the conduct of their responsibilities.
- Plus have the following certifications, which will remain valid for the entire duration of term of employment:
  - Aquatic Supervisory (AS)
  - Lifesaving National Lifeguard (NL)
  - Lifesaving Swim Instructor
  - Lifesaving Instructor “Bronze Family”
  - Standard First Aid

##### Knowledge/Skills

- Interpersonal skills to deal with aquatic staff, program participants, their caregivers, other County staff.
- Demonstrated interest in working with people.
- Proven ability to follow and/or provide direction.

- Proven ability to work responsibly on own or as part of a team.
- Proven communication and customer service skills.
- Access to reliable transportation to and from work.
- Technology Aptitude:
  - Demonstrated fundamental computer skills to perform basic tasks on various technological devices and programs while adhering to cybersecurity and an awareness to best practices.
  - Beginners knowledge of MS Office (Word, Excel, Outlook, PowerPoint).
  - Computer proficiency:
    - Proven ability to apply essential functions of desktop software to create simple spreadsheets and documents and send and receive emails.
    - File management.
  - Special consideration will be given to applicants with experience in the following:
    - Worktech (Pearl) timesheet entry
    - Swimgen – swimming lesson report cards
    - ActiveNet – program registration

## **RESPONSIBILITIES:**

**The incumbent is expected to but not limited to:**

### People

- Encourage and assist with the technical training and professionalism of the aquatic staff.
- Organize and implement staff training sessions prior to and during season.
- Train and schedule program volunteers.

### Functional

- Aquatic Programs
  - Responsible for the successful delivery the aquatic programs and activities as determined by the Supervisor and the Community Recreation Programmer.
  - Actively promote programs through the development of flyers, newsletters, emails, etc.
  - Assist with the delivery of aquatic programs as needed; ensuring that the programs meet the guidelines of the Lifesaving Society.
- Communication
  - Liaise with participants, caregivers, program staff and volunteers, the Supervisor and Community Recreation Programmer and other County staff to address all inquiries and concerns consistently and efficiently. Report concerns to the Supervisor and/or Community Recreation Programmer in a timely manner.
  - Communicate (emails, phone and face-to-face) with caregivers to ensure that participant needs are being met and provide answers or solutions to questions or concerns in a professional and timely manner.
  - Communicate daily with the aquatic staff, the Community Recreation Programmer and/or the Supervisor to discuss concerns. Assist in the development of an action plan to ensure these are dealt with in a timely manner.
  - Meet weekly or as required with the Community Recreation Programmer to discuss program issues, concerns and praises.
  - Establish and promote cooperation between staff members to ensure a “team” approach for program delivery. Provide staff task direction within defined parameters.
- Health & Safety
  - Ensure a safe aquatic facility for the public; supervise pool patrons, enforce all rules and educate the public about water smart activities.
  - Ensure staff are aware of and trained in the applicable Health & Safety and emergency procedures.
  - Submit all accident/incident reports as quickly as possible to the Supervisor and/or the Community Recreation Programmer to ensure any corrective measures are in place in a timely manner.
- Records & Reports

- Ensure that all records and reports are kept and maintained throughout the summer and completed professionally and correctly (i.e., first aid documentation, incident/accident forms, water chemistry, etc.) and provided to the Community Recreation Programmer as required.
- Review and update lesson plans, mid-terms and reports cards.
- Ensure reporting of all equipment failures to the Facilities & Parks Operations maintenance staff.
- Complete all reports, including an End-of-Year Report, with recommendations as required.
- Ensure that all required payroll information is completed accurately and submitted on time.
- Oversee the completion of payroll documents; assist the Community Recreation Programmer and/or Supervisor with the collection of accurate timesheets and any other personal information required by the Human Resources Division.
- Oversee the proper handling of point of sale (POS) receipts.
- **Daily Pool Operations**
  - Ensure that the pool is operated in accordance with the Public Pools Regulation 565.
  - Responsible for reporting to work as scheduled. All schedule change requests must be approved in advance.
  - Foster healthy child development by celebrating the diversity and uniqueness of each child through play, skill development, friends and participation while being a caring adult.
  - Provide and replace any supplies and equipment in a timely manner and as approved by the Supervisor and/or Community Recreation.
  - Ensure the cleanliness of the equipment and facility (change room/ space/washrooms/outdoor space) and perform general maintenance as required.

Demonstrate commitment to the Haldimand County code of conduct.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

**POSITION REQUIREMENT(S):**

A current (within past 6 months) Police Check	OPP LE 220 or Equivalent (18+ years)
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**WORKING CONDITION(S):**

- Monday to Sunday (6:00am – 8:30pm; as needed for program activities)

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship and Customer Service.

Haldimand County is an equal-opportunity employer which strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at [hrhelpdesk@HaldimandCounty.on.ca](mailto:hrhelpdesk@HaldimandCounty.on.ca).

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.