



CITY OF DIEPPE
Leisure and Recreational Facilities Department
Dieppe Aquatic and Sports Centre

Job Description

Aquatic Activities Facilitator

SUMMARY

Reporting to the Manager of the Dieppe Aquatic and Sports Centre, the incumbent is responsible for organizing, coordinating and teaching aquatic activities. He also ensures the delivery and evaluation of aquatic activities and makes recommendations for improvements. In addition, he supervises the work of instructors and evaluates their performance. He ensures that safety measures are followed in compliance with established standards and procedures.

DUTIES AND RESPONSIBILITIES

1. Programming and training

- Establish the aquatic activity schedules
- Make recommendations on hiring aquatic activity instructors
- Prepare service contracts for aquatic activities
- Keep a record of people registered for activities and ensure that they have registered for the right level
- Teach aquatic activities such as AquaFit, AquaCircuit, AquaZumba, etc.
- Participate in evaluating aquatic activities to ensure optimization and meet the needs of the community
- Ensure quality service in accordance with standards and professional ethics
- Handle complaints from users and take the necessary corrective action
- Stay up-to-date on aquatic activities, programs, standards and regulations
- Act as lifeguard for 10 to 15 hours per week
- Perform any other duties not listed above, relating to the position

2. Supervision

- Supervise the delivery of aquatic activities and evaluate instructors' performance
- Keep updated files on instructors' certifications
- Organize and lead meetings with instructors
- Provide guidance and support to instructors to ensure respect for a healthy work environment
- Show appreciation for their work and team spirit by encouraging a positive attitude

3. Occupational health and safety

- Inform instructors of safety standards and procedures and ensure their compliance
- Inform and report any risk factors or accidents to management, participate in accident investigations, maintain an accident log and ensure follow-up
- Recognize and respond to emergency situations in accordance with the standards and regulations in force
- Promote a safe work environment by applying occupational health and safety preventive measures
- Keep up-to-date on changing standards and regulations in aquatic safety and occupational safety

MINIMUM REQUIREMENTS

Education

- High school diploma or equivalent
- Post-secondary studies an asset

Certification

- Valid Level C CPR and standard first aid + AED certificates
- Valid National Lifeguard certificate or equivalent
- Specialized instructor certificate (AquaFit, AquaZumba, AquaCircuit, etc.)

Experience

- Two (2) years of experience in facilitating aquatic activities

Knowledge

- Proficient in spoken and written French and English
- Excellent knowledge of Red Cross swimming programs
- Sound knowledge of preventive measures and applicable legislation regarding occupational health and safety
- Very strong knowledge of Microsoft Office suite (Word, Excel, Outlook, etc.)

Skills

- Ability to work independently and as part of a team
- Ability to easily communicate and interpret application of regulations and procedures
- Ability to demonstrate leadership and mobilize and motivate work teams
- Ability to supervise many individuals requiring close supervision
- Ability to focus on individual and organizational efforts for customer service quality
- Good organizational skills, priority management, initiative and resourcefulness
- Ability to overcome challenges and detail-oriented
- Ability to handle delicate issues very effectively
- Innate sense of customer service quality: self-control, agreeable and receptive personality, ability to communicate in a professional manner orally and in writing with diplomacy, tact and efficiency
- Ability to analyze problems and difficulties to make informed decisions independently
- Excellent capacity for analysis, synthesis, decision-making, problem-solving and to quickly respond to emergency situations
- Professional, mature attitude and a high level of professional integrity
- Flexibility in carrying out work in a changing environment
- Positive, enthusiastic approach to accomplishing an intense range of work
- Ability to tolerate criticism from customers
- Responsible, reliable, resourceful and a sense of commitment

WORK SCHEDULE

- Thirty-five (35) hours per week (flexible)

REMUNERATION

- As per the CUPE collective agreement, local 4679. Begins at \$41 860 annually

Luc Bujold

Gestionnaire/ Manager, Centre aquatique et sportif

Aquatic and Sports Centre. Ville / City of Dieppe

(506) 877-7874 f. (506) 877-7927

luc.bujold@dieppe.ca dieppe.ca

Disclaimer: The statements above are the main characteristics of the position and are meant to describe the general nature and level of work and should not be considered a comprehensive list of all the inherent occupational responsibilities, duties, skills and requirements. All staff members can be called upon from time to time to perform tasks outside their line of regular duties, as needed.

Please note that in 2000 the City of Dieppe has officially declared itself a francophone municipality offering bilingual services. (Municipal Administration Language Policy A-9) The language used in the workplace being French, staff must be able to communicate, spoken and written, in both French and English.