



Sault Ste. Marie YMCA
235 McNabb Street
Sault Ste. Marie, ON P6B 3Z2
T. 705.949.3133 F.705.949.3344
ssmymca.ca

Sault Ste. Marie YMCA

EMPLOYMENT OPPORTUNITY – AQUATICS SUPERVISOR

Nature and Scope: Reporting to the Health, Fitness & Aquatics (HFA) Manager, the Aquatics Supervisor is responsible for overseeing and coordinating the operation of all aquatic programs according to YMCA policies, procedures, and SAM Standards and to ensure program excellence in the aquatic area. It is expected individuals in this position will cover staff shifts when necessary. This position is responsible for the safety of all pool users in all areas of the Sault Ste. Marie Family YMCA. It is also responsible for ensuring all pools and whirlpools are maintained according to regulations as specified by appropriate regulatory bodies.

POSITION: Full-time salaried position plus benefits

START DATE: As Soon as Possible

WAGE: Based on Experience

Key Responsibilities:

Program Delivery & Development

- Plans, organizes, and implements aquatics activities
- Investigates and researches program trends and opportunities
- Develops and implements new programs where needed
- Provides direct leadership and instruction in all aquatics programming
- Provides a safe and secure environment for all pool and whirlpool users while lifeguarding
- Actively works towards the prevention of accidents and injuries
- Render assistance immediately when accidents occur
- Enforces Sault Ste. Marie YMCA rules and regulations related to member and public use
- Be alert, attentive and serious when on duty
- Acts as a lifeguard when required
- Where applicable, teaches First Aid/CPR, NL, Bronze/Medallion and YMCA Aquatic Courses

Human Resources

- Assist with recruiting, training, and supervising of staff and volunteers
- Build a strong team that provides excellent service
- Responsible for substitution of volunteers and staff when absent or finding substitution
- Provide support to staff and volunteers as needed
- Ensure that safety and risk management plans are understood and followed.

Member Relations

- Responds to member questions or concerns courteously and efficiently
- Follows the policies and procedures set forth by the Sault Ste. Marie Family YMCA
- Handles member disciplinary issues with input from the HFA Manager

Financial Management

- Develops, monitors and adjusts annual aquatic operating budget
- Approves departmental expenditures lower than \$1,500.00
- Monitors budgeted expenditures and recommends new ideas to increase revenues and purchases for non-budgeted expenditures



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Health and Safety

- Checks all rescue equipment to ensure that it is in good condition for the upcoming shift
- Checks the deck, pool, and safety equipment room before and after each shift to ensure it is kept neat and clear of obstacles
- Committed to maintaining and furthering required qualifications necessary to the position
- Ensures all pools and whirlpools are maintained according to specifications as set out by the governing bodies

Administrative Duties

- Prepare monthly schedule for lifeguards
- Oversee daily pool operations

QUALIFICATIONS REQUIRED:

- YMCA Learn to Swim Instructor
- Post-secondary education - College diploma in Recreation or related field
- National Lifeguard Service (NLS) certification
- Lifesaving Society NLS Instructor/Examiner certification
- YMCA, Lifesaving, Red Cross Instructor (Instructor Trainer preferred)
- Current Standard First Aid & CPR 'C' (Instructor Trainer preferred)
- YMCA Aquatics Trainer or willing to become one
- Three years life guarding experience
- One year experience working in a supervisory role with volunteers or staff
- Child Protection Training (employer to provide) and current Criminal Reference Check is required

COMPETENCIES REQUIRED:

Integrity: Demonstrates responsible behavior at all times and maintains high ethical standards.

Leadership: Guides, motivates, and inspires self and others to take action to achieve desired outcomes.

Philanthropy: Demonstrates a personal responsibility for the YMCA as a charity.

Planning and Organizing: Establishes a clearly defined and effective course of action for self and others to accomplish short- and long-term work goals

Problem Solving: Identifies an issue and works towards a solution

Quality Focus: Ensures that YMCA programs and services are superior

Communication: Communicates in a thorough, clear, and timely manner and supports information sharing and goal achievement across the YMCA.

The Sault Ste. Marie YMCA Values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.

PLEASE SUBMIT COVER LETTER AND RESUME TO:

cassie.guy@ssmymca.ca

(Please write **Aquatics Supervisor Job Posting** in subject line)

Application deadline: Posting to remain open until position filled.

Only those selected for an interview will be notified.

*Building healthy
communities*