

**Sault Ste. Marie YMCA  
EMPLOYMENT OPPORTUNITY – AQUATICS SUPERVISOR**

**NATURE AND SCOPE:** The Aquatics Supervisor is responsible for developing, overseeing, and coordinating the operation of all aquatic programs according to YMCA policies, procedures, and local regulations to ensure a positive experience for those at the YMCA. This position is responsible for the safety of all pool users in all areas of the Sault Ste. Marie Family YMCA. The Supervisor also leads and supports a team of aquatic professionals, working collaboratively with members and community partners to enhance the overall aquatic experience.

**POSITION:** Full-time, salaried position plus benefits

**START DATE:** August 2024

**WAGE:** \$37,000-\$46,000

**KEY RESPONSIBILITIES:**

***Program Delivery & Development***

- Plans, organizes, and implements aquatic activities
- Investigates and researches program trends and opportunities
- Develops and implements new programs where needed and adapts to market trends
- Provides direct leadership to all aquatic programming
- Works to provide 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
- Responsible for some direct program delivery
- Coordinates and teaches some First Aid, and the other Lifesaving 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 revenues and adapts as needed

***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 schedule for lifeguards
- Oversee daily pool operations
- Lead and organize swim lessons and their related administrative duties

#### **QUALIFICATIONS REQUIRED:**

- YMCA Swim Instructor
- Post-secondary education - College diploma in Recreation or related field
- National Lifeguard (NL) certification
- Lifesaving Society NL Instructor/Examiner certification
- YMCA, Lifesaving, Red Cross Instructor (Instructor Trainer preferred)
- Current Standard First Aid & CPR 'C' (Instructor Trainer preferred)
- Certified Pool Operator (CPO)
- 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](mailto: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.