



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>AQUATIC TEAM LEADER II</b>	<b><u>SCHEDULE:</u></b>	<b>C</b>
<b><u>DIVISION:</u></b>	<b>AQUATICS</b>	<b><u>PAYGRADE:</u></b>	<b>7</b>
<b><u>DEPARTMENT:</u></b>	<b>RECREATION &amp; EVENTS</b>		

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## **JOB SUMMARY:**

Under the direction of the Aquatic Programmer, the Team Leader II participates in the provision of aquatic instructional and recreational programs. The incumbent supervises and checks the work of full time and part time employees engaged in instructional, lifeguarding and administrative tasks. In addition, the incumbent participates in program development and promotion. While considerable judgment and independence of action are exercised with respect to matters of a routine nature, difficult or unusual problems are referred to a supervisor. Work performance is evaluated on the basis of effectiveness of services rendered, the quality of instructional programs provided to the public, and effectiveness of supervision. Performs related duties.

## **MAJOR RESPONSIBILITIES:**

### **Under general supervision of the Aquatic Programmer:**

#### **Provides technical expertise by:**

- conducting in-service training of staff to ensure an understanding of life support programs and techniques, lesson instruction, and departmental policies and procedures;
- instructing staff on emergency procedures by updating methods and knowledge of water safety and aquatic skills on a continual basis;
- performing on-deck lifeguarding duties and teaches lessons as required;
- instructing in advanced level aquatic instructor and lifeguarding programs;
- answering inquiries and handling complaints of participants regarding course content and teaching methods of instructors;
- conducting leadership courses in a professional and responsible manner
- participating in the planning, organization and promotion of aquatic programs;
- evaluating and recommending changes to a variety of instructional, competitive and recreational aquatic programs for all ages; and
- working with recreation software and the Microsoft Office Suite.

#### **Supervises the work of staff by:**

- planning, assigning, supervising and checking the work of full-time and part-time employees engaged in instructional and lifeguarding duties;
- making updates to the work schedule, as required;
- reviewing timesheets of lifeguards and instructors;

- participating in the selection process for full-time and part-time staff;
- providing orientation to new staff;
- providing input on performance reviews; and
- supervising Aquatic Cashiers in the absence of their supervisor

**QUALIFICATIONS:**

**Education:** Completion of Grade 12 along with post-secondary courses in recreation, human behavior or a related discipline.

**Experience:** Minimum of two years in a supervisory position in an aquatic environment.

**Current Awards:** NL, Red Cross Instructor and Life Saving Instructor; Life Saving Standard First Aid or equivalent

**AND a minimum of any two of the following advanced certifications:**

- Red Cross Water Safety Instructor Trainer Award
- LSS Trainer
- NL Instructor
- Lifesaving First Aid Instructor

**Knowledge and Skills:** Considerable knowledge of Red Cross and Life Saving Society programs and policies and general pool standards. Strong knowledge of instructional methods. Ability to work with learners of all ages and abilities. The ability to train, supervise, lead and evaluate staff. Ability to effectively solve problems and make decisions. Exceptional ability to self motivate and to function with minimum direction and supervision. Excellent interpersonal skills to build and maintain cooperative working relationships with other City employees. Ability to deal courteously, tactfully and diplomatically with members of the general public as well as internal and external customers. Ability to work within, and contribute to, a proactive team environment. Demonstrated commitment to customer service. Strong organizational and time management skills. Excellent verbal and written communication skills. Comfortable working with recreation software and the Microsoft Office Suite. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to bullying and harassment, working alone and other significant hazards.

Valid BC Driver's License: Yes

Vehicle Usage: No

Police Information Check: Yes. As a condition of employment, must be able to obtain and maintain a clear Police Information Check for offences related to the position.

Prepared by: Warren Asuchak, Rae-Ann Emery  
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