

Posting: Program Supervisor, Aquatics

The Dovercourt Recreation Association is seeking an experienced supervisor to support our Aquatics Department. The Aquatic Program Supervisor is responsible for the day-to-day supervision of Wading pools, Group lessons, Offsite contracts, Aquatic leadership and the Swim to Survive program. The Program Supervisor reports to the Aquatic Program Manager. In conjunction with the manager, reporting to the Program Supervisor are lifeguards, instructors, headguards and parks staff.

Responsibilities

- Ongoing supervision, support and evaluation of programs and staff.
- Provide administrative and program support to staff.
- Assist in the departmental communication plan.
- Ensure all program equipment and supplies are purchased, safe and used/stored properly.
- Through active supervision ensure aquatic activities are being conducted in a safe manner and DRA policies and procedures are followed.
- Program delivery
- Other duties as assigned

Specific Requirements

- Experience in aquatic programming.
- Experience as an instructor, lifeguard and supervisor in aquatics
- Current First Aid (Standard Level) and CPR (Level C), NLS, Lifesaving Instructors, Lifesaving Swim Instructors, AED and Airway Management
- Certified in at least one of the following: NLS Instructor, Lifesaving First Aid Instructor, Lifesaving Instructor Trainer
- Excellent verbal and written communication skills
- Computer literacy in a Windows environment, CLASS software knowledge would be a strong asset
- Experience directing others
- Post Secondary Education preferred
- Criminal Background check for the vulnerable sector

Workplace Behaviors

- Build productive and sustainable relationships
- Act with integrity
- Act as a team player
- Demonstrate creativity in all aspects of work
- Support, Demonstrate and adhere to DRA corporate culture and policies
- The Program Supervisor should not only demonstrate the above behaviors but should foster and guide staff in developing these positive behaviors with all employees.

This is a maternity leave contract position working a flexible 40 hours per week with some evening and weekend hours required. Annual Salary scale begins at \$31,616

Apply with Resume **by Friday June 5th, 2009** to:

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