

Department: Parks, Recreation and Community Relations  
Union: C.U.P.E Local 2162  
Date: September 26, 2024



## **BULLETIN**

The Town of Riverview is accepting applications for the position of:

### **Community Recreation Worker - Aquatics** **Parks, Recreation and Community Relations**

#### **Job Summary:**

The Town of Riverview is currently accepting applications for the position of **Community Recreation Worker – Aquatics**. This role involves supporting the coordination, delivery, and evaluation of aquatic programs to ensure a safe and enjoyable experience for all participants.

The incumbent will help coordinate swimming lessons, manage scheduling, support the training and development of aquatic staff. This role involves overseeing daily operations at both the indoor and outdoor pool.

The incumbent will supervise, train, and assign tasks to a team of staff and volunteers, covering lifeguarding, class instruction, maintenance, and clerical duties. You'll also foster staff development through ongoing training and use independent judgment to allocate tasks effectively

The position reports to The Recreation Coordinator – Aquatics.

#### **Required Knowledge Skills and Qualifications:**

- Bachelor's degree in Recreation and Sport Studies, Kinesiology, or a related field, or an equivalent combination of education and experience in a similar field. Relevant professional experience may be substituted for educational qualifications.
- Certified Swim and Lifesaving Instructor) and National Lifeguard (NL) required.
- Certified in Workplace First Aid and CPR/AED.
- National Lifeguard Instructor, Workplace First Aid Instructor and Lifesaving Society Instructor Trainer required.
- Other aquatic related certifications are considered an asset.
- Minimum of two (2) years relevant work experience in aquatic, community leisure programming and/or community recreation planning.
- Knowledge and experience in planning, coordinating and conducting diversified recreation, sport and community leisure programming and related functions.
- Ability to read gauges and test kits involving colour distinction.
- Ability to interpret and implement Town policies and procedures.
- Ability to interpret and implement the NB Occupational Health & Safety Act and Regulations.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong written and verbal communication skills in English.
- Criminal Record Check and Vulnerable Sectors Screening to meet Town Standards.

## **Responsibilities:**

### **1- Program Coordination:**

- Support seamless program delivery with the Recreation Coordinator – Aquatics.
- Help plan, implement, and evaluate aquatic programs, including swimming lessons, recreation activities, and special events.
- Oversee and, on occasion, conduct Advanced Lifeguarding courses and ensure prerequisites are met.
- Help develop program grids and data entry to ActiveNet, our recreation software.
- Develop staffing schedules and assist with class management, including waitlists.
- Prepare briefing packages for instructors, including report cards and test sheets.
- Assess on-site alignment during swimming lessons and communicate with parents about their child's progress.
- Assist with rental bookings and special events by reserving pool space, coordinating staff schedules, and managing event-related information.

### **2- Staff Management:**

- Help hire, train, and supervise part time and full-time aquatic staff.
- Help develop staff through regular training, performance evaluations, and mentorship.
- Help manage the staffing schedule, including shift assignments and coverage for absences on Sling, our scheduling and planning software.
- Help coordinate staff orientation, in-services, and ensure alignment with Lifesaving Society Standards.
- Support the execution of the Yearly Training Plan, including recertifications and lifeguard training.
- Mentor existing staff and monitor potential staff members for advancement.
- Support human resource requirements, including managing staff qualifications, renewals, rates of pay, and termination notices.
- Conduct regular staff meetings and facilitate ongoing development through in-water training and in-services.

## **Shift, Hours of work:**

Based on the CUPE Local 2162 collective agreement, Article 9.

## **Wage and salary:**

This is a permanent Full-Time position and is represented by CUPE Local 2162 with a rate of pay of \$31.78 per hour.

→ **Please note, candidates may be assessed on their level of skills and abilities related to the minimum requirements of the position for the daily operation of the department.**

**Closing Date: 4:30PM – October 10, 2024**

## **How to apply:**

Interested candidates should send their resume to [jobs@townofriverview.ca](mailto:jobs@townofriverview.ca), indicating “Community Recreation Worker - Aquatics” in the subject line.