

## Westlock Aquatic Centre Coordinator Temporary Part-time 26 hours per week

The Town is seeking an energetic, experienced team member for the position of Westlock Aquatic Centre Coordinator for a 12–18-month term position. Reporting to the Aquatic Centre Supervisor, the Coordinator is responsible for supporting the efficient operation, administration and programming of the facility. The Aquatic Centre amenities include a 6-lane swimming pool, climbing wall, hot tub, sauna, 24-hour fitness centre, racquetball/squash court, virtual sport simulation and multipurpose room. This role provides operational leadership, staff coordination, and hands-on support to provide a safe, high quality aquatic environment for staff and patrons.

The successful candidate will have a strong background in aquatics life guarding, instructing, aquatics programming and pool maintenance. They will be team-orientated and customer service focused. They will be able to work a varied schedule that includes evenings and weekends.

You will be working in a vibrant community of 4,921 just 85 kilometers north of Edmonton. We have all the amenities and more. Living in Westlock you can experience live arts, concerts, all sports or belong to one of the multiple community organizations. Town amenities include the Westlock Rotary Spirit Centre multi-plex, the Aquatic Centre, skateboard park, ball diamonds, parks and playgrounds. The Town's strong business sector provides all the services and shopping you will need. Your co-workers are focused on providing great public service and having fun while doing so.

As a key player in our team, you will have the following qualifications:

- Grade 12 or equivalent
- Five years' experience in related field with two years of supervisory responsibilities
- Valid Intermediate First Aid with CPR/AED
- Valid Class 5 Alberta Driver's License and 5-year Drivers Abstract
- Current National Lifeguard Certification and Lifesaving Swim Instructor/Examiner
- Pool Operator 1
- Valid Criminal Record Check with Vulnerable Sector clearance

The Town of Westlock offers a competitive salary. To find out more about us, please view our website at [www.westlock.ca](http://www.westlock.ca)

This competition will remain open until a suitable candidate is found. The Town of Westlock thanks all applicants for their interest; however, only those selected for an interview will be contacted.

Please submit your resume with three references in confidence to:

Town of Westlock  
10003-106 Street  
Westlock, Alberta T7P 2K3  
Phone: 780.349-4444  
Fax: 780.349.4436  
Email: [employment@westlock.ca](mailto:employment@westlock.ca)

10003 106 Street, Westlock, Alberta, Canada T7P 2K3

**Office:** 780-349-4444 / **Toll Free:** 1-866-349-4445 / **Fax:** 780-349-4436

[www.westlock.ca](http://www.westlock.ca)

**REPORTS TO: AQUATIC CENTRE SUPERVISOR**

**INCUMBENT: AQUATIC CENTRE COORDINATOR**

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Reporting to the Aquatic Centre Supervisor, the Aquatic Centre Coordinator is responsible for supporting the efficient operation, administration and programming of the Aquatic Centre. This role provides operational leadership, staff coordination, and hands on support to provide a safe, high quality aquatic environment for staff and patrons.

The Coordinator is expected to participate in ongoing training as required to maintain enhanced job performance. This position requires maintaining positive working relationship within Town staff and delivering exceptional customer service to the public.

This position primarily requires evening and weekend work, with occasional daytime and statutory holiday shifts. Additional hours, on-call responsibilities and shift work (days, evenings, weekends) may be required.

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## **Key Responsibilities:**

### Staffing

1. Provide day-to-day leadership and guidance to the Aquatic Centre staff.
2. Participate in the recruitment of staff.
3. Create and maintain all staff schedules, including Customer Service Representatives (CSRs).
4. Maintain and evaluate standards for swim instruction and lifeguarding skills.
5. Teach all levels of swim lessons and perform lifeguarding duties as needed.
6. Foster a positive, team-oriented work environment.

### Operations

1. Perform routine pool maintenance, maintain accurate operational records and submit weekly provincial water samples.
2. Schedule and conduct regular backwashing of both pools.
3. Monitor facility condition and advise the Aquatic Centre Supervisor of maintenance needs to ensure the facility remains in safe condition.

### Programs and Bookings

1. Coordinate and manage user group bookings, birthday party bookings, school and homeschool programs.
2. Assist in scheduling facility rentals, special events and public programming.
3. Support the coordination and delivery of swim lessons.
4. Prepare program worksheets and related documentation for schools and classes as required.

## Occupational Health and Safety

1. Participate in the development, implementation and review of emergency and safety procedures.
2. Ensure effective execution of emergency protocols.
3. Assist in maintaining a safe aquatic environment in accordance with provincial regulations and organizational policies.
4. Promote and upholds a strong Health and Safety program in the facility.
5. Support the development and maintenance of safety orientations, protocols and operational manuals.

## Other Duties:

1. Perform duties/functions relevant to the facility as assigned by the Aquatic Centre Supervisor or Director of Community Services.
  2. Take on supervisory responsibilities when Aquatic Centre Supervisor is not available (i.e. covering shifts, doing timesheets, etc.).
  3. Cover front desk when needed.
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## Qualifications

1. The minimum level of education required to perform these duties are:
  - Grade 12 or equivalent
  - Valid class 5 Alberta Driver license
  - Valid Drivers Abstract - 5 years
  - Valid Intermediate First Aid Certificate with CPR/AED
  - Current National Lifeguard Certification
  - Lifesaving Swim Instructor/Examiner
  - Pool Operator 1
  - Valid Criminal Record Check with Vulnerable sector check
2. The minimum experience required to perform these duties are:
  - 5 years experience in an aquatic environment
  - 2 years in supervisory experience
  - Experience in staff training and in-service delivery
  - Experience in staff and facility scheduling
3. The qualifications and experiences that are considered an asset include:
  - Post secondary education in related field, i.e. Recreation Management, Kinesiology, Physical Education, etc.
  - Pool Operator 2
  - Lifesaving Society Trainer
  - Swim and Lifesaving Trainer
  - National Lifeguard Instructor
  - Lifesaving First Aid Instructor

## **Competencies**

1. Experience with recreation software (Xplor Recreation, Intelli Leisure, etc.)
  2. Knowledge of Alberta Pool Standards Act and Alberta Health Services requirements for aquatic facility guidelines and safety standards.
  3. Proficiency in Microsoft Office Suite and website maintenance tools.
  4. Strong customer service and administrative skills.
  5. Excellent written and verbal communication skills.
  6. Strong leadership, problem-solving, and conflict-resolution abilities.
  7. Self-motivated with the ability to work independently and as part of a team.
  8. Highly organized with the ability to manage multiple tasks efficiently.
  9. High-energy individual who thrives in a dynamic and engaging work environment.
  10. Ability to maintain professionalism and confidentiality.
  11. Adaptability to fast-changing situations, needs, and priorities.
  12. Ability to remain calm and effective in high pressure or emergency situations.
  13. Physical ability to lift, set up, and move equipment and supplies as needed.
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## **Guidance Received**

Directives, manuals, regulations, ordinance, or other written guidelines used regularly by this position are:

1. Direction from the Aquatic Centre Supervisor
  2. Direction from the Director of Community Services
  3. Town of Westlock Policies and Procedures
  4. Occupational Health and Safety and Town Health and Safety Policies
  5. Guidelines set out by various sports associations (i.e. Swim Alberta)
  6. Life Saving Society program guidelines
  7. Alberta Public Pool Safety Standards
  8. Aquatic Centre facility procedures
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## **Contacts**

This position will have frequent contact with the following:

1. Aquatic Centre Supervisor
  2. Director of Community Services
  3. Westlock Rotary Spirit Centre Supervisor
  4. Communications and Marketing Coordinator
  5. Other Department Staff, sales personnel, etc.
  6. Provincial and regional associations; Alberta Recreation and Parks Association (ARPA), Alberta Association of Recreation Facility Personnel (AARFP) and the Lifesaving Society
  7. Local recreation groups and local community schools
  8. Other regional pool operators/pool supervisors
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**Environment**

Features of work, which may create physical/mental stress, are:

1. Flexible work schedule. This position requires regular availability for evenings, weekends and occasional additional hours to meet operational requirements.
  2. Public Interaction – frequent interaction with members of the public, community groups. Schools and user groups, requiring responsiveness, professionalism and effective conflict resolution skills.
  3. Competing Priorities – managing multiple operational, programming and administrative responsibilities simultaneously, often with tight timelines.
  4. Operation Demands – working in a humid, high noise aquatic environment and performing occasional physically demanding tasks related to pool operations and emergency response.
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**SIGNATURES**

I have read and understand the contents contained within this job description. The Westlock Aquatic Centre Supervisor has informed me that this is a general description of the duties, responsibilities, and qualifications for the position of Westlock Aquatic Centre Coordinator. This description will form the basis for my classification level and the basis for my performance evaluation.

Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_