

Aquatics Services Coordinator

Cole Harbour Place is a community center located in Cole Harbour, Nova Scotia. Cole Harbour Place houses an aquatic complex which includes a six (6) lane, 25 metre competition pool, a leisure pool, water play pool and a hot tub.

As a member of the CHP management team and under the direction of the Athletics Director the Aquatics Services Coordinator is responsible for providing customer service and co-ordination / management of the Aquatic complex including programming activities, rentals as well as group bookings.

Qualification Requirements:

- Minimum 3-5 years of supervision in an aquatic facility
- Currently qualified in the following areas
(must be current for duration of employment)
 - NLS – Pool Option, prefer NLS examiner
 - Water safety / Swim instructor, prefer Instructor Trainer
 - Lifesaving Instructor Supervisory Training
 - Standard First Aid / CPR / AED certificate
 - WHMIS

Duties & Responsibilities

- Within Aquatic Complex
 - Ensure quality program delivery
 - Create, modify and enforce departmental procedures
 - Conduct training of staff in water safety, first aid as well as ensuring that all certifications of staff are maintained
 - Provide regular in-service training to staff as needed
 - Perform regular safety inspections of pools and equipment to reduce hazards and to provide maximum safety to patrons
 - Be fiscally responsible and keep within budget for purchases, labour and training costs
 - Able to work flexible hours
 - First point of contact for patrons
- Administrative
 - Interview and hire new employees according to hiring protocol and budget allowances
 - Complete all employee paperwork in a timely fashion
 - Complete and follow up on all incident / accident reports
 - Complete bi-weekly payroll
- General Skills
 - Strong administrative, organizational and communication skills
 - Must exhibit professional demeanour at all times
 - Demonstrate computer skills in word processing programs and the ability to create spreadsheets

Please apply by submitting a cover letter & résumé to:

Sharon Carroll, Athletics Director
Email: scarroll@coleharbourplace.com
Fax: (902) 464-5124 att. Sharon Carroll
Mail: 51 Forest Hills Parkway, Box 17
Dartmouth, NS
B2W 6C6

Salary \$40 – 43,000 + pension & benefit package

Deadline for applications December 20, 2017