



CREE NATION OF CHISASIBI

**P.O. Box 150
Chisasibi, Quebec J0M 1E0
Tel.: (819) 855-2878 Fax: (819) 855-2875**

JOB OPPORTUNITY

TITLE: AQUATIC COORDINATOR

CORE FUNCTIONS: Under the direct supervision of the Director General of Operations, the Aquatic Coordinator will be responsible for planning, organizing and coordinating all Swimming Pool activities and supervising lifeguards.

MAIN DUTIES AND RESPONSIBILITIES:

- The Aquatic Coordinator is responsible for managing and administering the daily operations of the swimming pool activities.
- Prepare work schedules for lifeguards, assistant lifeguards and other personnel working in the pool area and supervise their activities.
- Supervise lifeguards and assistant lifeguards to ensure they perform their tasks and deal with community members in a courteous manner.
- Ensure that all lifeguards and assistant lifeguards are supervising and monitoring all swimmers while in or around the pool area.
- Enforce pool rules and regulations for the safety and convenience of the general public.
- Maintain and encourage a safe, healthy and clean working environment
- Inspect facilities regularly and ensure safety standards are maintained.
- Oversee the maintenance of the facility to ensure the swimming pool is safe and clean.



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- Submit reports to the immediate supervisor of any incidents, vandalism and customer discipline when the need arises.
- Organize and implement swimming and other aquatic programs.
- Prepare and organize a schedule with the various entities in the community.
- Provide and develop various types of swimming activities for the community.
- Develop a schedule for pool use including public swims, lessons and other activities.
- Ensure that water quality is maintained in accordance with regulations and assist Public Buildings Manager in supervising water quality samples testing.
- Oversee the preparation and the maintenance of the inventory of pool material and equipment on a regular basis and to submit reports when required.
- Coordinate involvement in regional, territorial and provincial swim meets.
- Coordinate an active community relations campaign to promote pool programs.
- Arrange for advertisement of programs such as radio announcements or pamphlets.
- Along with the Human Resources Department hire necessary staff for the safe and efficient running of the pool.
- Prepare and monitor budget for the pool.
- Collect revenues and fees for activities and clubs.
- Periodically provide reports to the Director General of Operations.



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- Attend training programs that will enhance skills and the service level for the swimming pool facility.
- Perform other related duties as may be assigned from time to time by the immediate supervisor.

EMPLOYMENT REQUIREMENTS:

- Must possess a valid NLS pool certification and NLS pool Instructor's certification. (NLS beach would be an asset). Other instructor and trainer program's an asset.
- Must have at least three to four years of lifeguard experience and at least two to three years of managerial experience.
- Able to provide aqua fitness, water polo and diving programs an asset.
- Knowledge of the principles and methods of water rescue work, artificial respiration and other first aid measures and skill in their administration.
- Knowledge of emergency procedures.
- Team leadership and supervisory skills.
- Effective verbal and listening communications skills.
- Ability to operate swimming pool water treatment equipment.
- Ability to effectively and courteously interact with employees and the general public.



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EMPLOYMENT CONDITIONS:

- Full-time (40 hours per week)
- Must be willing to work evenings, weekends and holidays.
- Salary is dependant upon experience and qualifications

SALARY RANGE:

- Minimum \$54,000.00 – maximum \$72,000.00 annually depending on education and experience

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

**Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0**

Or via email to: jobposting@chisasibi.ca

**Posting Date: April 26, 2021
End of Posting: May 7, 2021**

***Applications will not be accepted after 5 PM ***