

Cultivate Your Career



AQUATICS OPERATIONS COORINATOR PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Recreation & Parks
Location	4 Cunningham Road/ 400 Campbell Road, St. Albert
Compensation	\$72,373- \$ 89,075 per annum
Closing Date	September 20, 2024
Competition #	24/166

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 70,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Recreation & Parks department as an Aquatics Operations Coordinator.

Reporting to the Aquatics Operations Supervisor, this position will be responsible for on-site and overall day-to-day operations of both indoor and outdoor Aquatic facilities and providing leadership and supervision to permanent Head Lifeguard staff and a large contingent of casual staff, which include Lifeguards and Water Slide Attendants.

The key responsibilities will include:

- Coordinating all aspects of the daily operations by implementing operational guidelines, policies, and procedures.
- Hiring, training, scheduling, supervision, and performance management of both permanent and casual staff in the safe and effective delivery of pool supervision and operations based on all Provincial Pool Operations Regulations and mandated Public Pool Safety standards.
- Serving as a role model and mentor to staff by delivering exceptional customer service, as well as a representative of the City of St. Albert.
- Managing budgets, assisting in annual budget development, and ensuring payroll aligns with budget coding and City policies while balancing fiscal responsibility and customer service.
- Promoting health and safety by modeling safe behavior, enforcing safety rules, ensuring compliance with regulations, conducting inspections, investigating incidents, and supporting safety training.

The individual we seek has knowledge and experience working in a recreation or aquatics area in both a front line and supervisor capacity.

- Two-Year diploma in a related field combined with 3 years of related experience, including supervisory experience. An equivalent combination of education and experience will be considered.
- National Lifeguard Certification Awards by the Lifesaving Society: National Lifeguard Pool, Intermediate First Aid, Oxygen Administration
- National Lifeguard Instructor and First Aid Instructor certifications are an asset.
- The ideal candidate must possess outstanding oral and written communication skills.
- Any experience or expertise in public speaking is considered an asset.

COMPENSATION

\$72,373- \$ 89,075 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package.

HOURS OF WORK

We offer a compressed bi-weekly work schedule of 72 hours, Sunday - Thursday, 8:00 – 5:00, with a biweekly regular day off (RDO).

FLEXIBLE SCHEDULE

This position may be eligible to apply for flexible hours to adjust start and end times from the core hours of 8 a.m. – 5 p.m. by 30 or 60 minutes.

CONDITIONS OF EMPLOYMENT

The successful applicant will be required to obtain a satisfactory police information check

The successful candidate will be required to provide proof of educational and professional credentials.

A valid Class 5 Drivers License and a personal vehicle for work use are required.

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site www.stalbert.ca/employment

CLOSING DATE

September 20, 2024

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.

QUALIFICATIONS