



## Aquatic Program Coordinator

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### **DEFINITION**

The Aquatic Program Coordinator is responsible for researching, planning and coordinating Aquatic Skill Development programs and services for all City of Edmonton recreation facilities, including outdoor facilities. Work in this class involves responsibility for coordinating and providing guidance on all aspects of aquatic program development, planning, implementation and evaluation. This position is accountable for ensuring recreation facilities offer a program mix that meets the needs of customers at each leisure centre; planning and implementing strategies that enhance existing programs and increase variety to attract a broad range of customers.

The Aquatic Program Coordinator provides direct leadership to Facility Programmers at all aquatic recreation facilities, and indirect leadership of the Aquatic Instructing staff. This includes training and development of staff, direction in the delivery of programs and services, human resource management, adherence to policies and procedures, development of resources, and assignment of work.

Supervision and performance assessment is received from a Management Supervisor who reviews the work through periodic inspections, analysis of reports, review of objectives and evaluation of services rendered to the public.

### **TYPICAL DUTIES \***

Plan, organize, direct, control and evaluate aquatic programs and services based on community needs

Research and prepare grant applications, write reports and develop long range plans

Prepare and maintain annual budget for aquatic skill development programs and services

Develop and recommend policies and procedures to implement aquatic skill development programs and services

Provide technical and professional advice on aquatic programming

Advertise programs through preliminary press releases, public presentations and internal communication material

Conduct research and program evaluations

Work with community organizations and stakeholders in program development and implementation

Interview, hire, supervise and train Facility Programmers at all aquatic recreation facilities.

Provide day to day supervision, leadership, coaching and performance management to Facility Programmers.

Develop resources in the area of aquatic skill development programs and services

Perform other related duties as required



## Aquatic Program Coordinator

### KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of policies and procedures related to recreational programming and delivery
- Knowledge of the principles, practices, and techniques employed in water safety and lifesaving activities and in designing, implementing and evaluation swimming programs
- Knowledge of emergency procedures, First Aid and CPR
- Ability to prepare and administer budget development, monitoring and evaluation
- Ability to direct the research, planning and delivery of program services
- Ability to conduct or facilitate program needs assessment
- Ability to communicate effectively, orally and in writing, including the ability to consult with the general public, stakeholders, community groups and industry clients
- Demonstrated ability to direct, advise and coach subordinate positions on a day to day basis
- Ability to prepare effective publicity and informational materials, reports, correspondence and other written materials including the ability to present material to diverse groups
- Skill in maintaining accurate and organized records
- Skill in analyzing problems, evaluating alternatives and making creative recommendations
- Ability to travel to various sites in the City to complete work activities
- Proficiency with required computer systems

### TRAINING AND EXPERIENCE REQUIREMENTS

Completion of a two year Diploma or a Degree in Recreation Administration, Sports/Fitness Administration, Physical Education, or a discipline that includes training in program development. A minimum of three (3) years of progressively responsible experience in the field of recreation with a demonstrated ability in aquatic program development and program delivery.

Training in the relevant City of Edmonton Leadership program must be completed within three years of appointment. Possession of a Class 5 Alberta Motor Vehicle Operator's License. Standard First Aid, CPR, Bronze Cross and Security Clearance required. All certifications must be kept current according to the certification organization standards. Incumbents must be willing to complete applicable in-house training programs as required.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

AQUATIC\_PROGRAM\_COORDINATOR\_ACTIVE

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	3219			
Grade	037			

Originated:  
Last Updated: 2013-12  
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