

Facility Programmer

DEFINITION

Work in this classification involves development, planning, implementation and evaluation of all aspects of the instructional programs at the facility, supervision of staff and life guarding.

The Facility Programmer is responsible for executing program directions and for achieving program outcomes with guidance from the Program Manager.

Supervision and performance assessment is received from a supervisor who reviews and approves decisions, evaluates progress on performance expectations and assesses services rendered to the customers.

TYPICAL DUTIES *

Responsible for the recruitment, hiring, orientation, ongoing training, scheduling, coaching and evaluation of part time aquatics instructors in Recreation Facilities.

Conducting research for the Facility in a variety of different capacities; Macro level, micro level, technical specific, innovative and competition based.

Develop facility based programming that addresses identified needs

Responsible for developing and implementing succession plans for the mentoring and ongoing development of program delivery personnel.

Accountable for developing program plans and the associated resource requirements.

Implements pilots for new and innovative programming to test market interest and assess level of acceptance.

Respond to customer questions, concerns or issues related to aquatic programming with intent to resolve.

Responding to emergent situations or emergencies in an Aquatic Facility

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques employed in water safety and lifesaving activities and first aid.

Knowledge of the principles and practices involved in designing, implementing and evaluating programs.

Knowledge of the public health, occupational health, construction and provincial operating guidelines related to and the technical aspects of the operation of an aquatic facility.

Skills and ability to communicate effectively, orally and in writing to individuals and groups.

Skills in being able to apply and use relevant software applications.

Ability to supervise staff.

Ability to recognize emergency situations and react accordingly.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of one year post-secondary education in Recreation Administration, Facility Management, Marketing or related equivalencies. One year (2080 hours) of experience as an Aquatic Instructor and Lifeguard. The incumbent must successfully complete Level I Foremanship Training within one year of appointment and complete the Lifesaving Instructor award within one year of appointment. The incumbent must also begin courses in Leading People for Results – Leadership Training. Willing to complete applicable in-service programs.

The incumbent must be in possession of the following designations/awards:

- Lifesaving Society Standard First Aid or Aquatic Emergency Care Award – L.S.S.C.
- CPR-C Certification and Bronze Cross
- Red Cross Water Safety Instructor Award or equivalent as recognized and approved by the Community Services Department

All certifications must be kept current according to the certification organization standards. Applicants may be tested.

* *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.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0032			

Last Updated: 2009-11
 Previous Updates: 1999-01, 1991-08, 1983-04, 1982-03
 Originated: 1978-11