



Aquatics Assistant Supervisor

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Recreation Supervisor, Community Development and the Aquatic Supervisor, the Aquatic Assistant Supervisor is to assist in the planning, organization, implementation of Town of Grimsby Aquatic Programs in accordance with departmental and legislative policies, procedures and guidelines. The Aquatics Assistant Supervisor also maintains full supervision of the Grimsby Lions Pool while on duty in the absence of the Aquatics Supervisor.

The Candidate

As a candidate for this position, you are currently enrolled in a post-secondary program and have Standard First Aid and CPR-C certification, National Lifeguard Service Award, Canadian Red Cross – Swim Instructor Award, Lifesaving Society – Lifesaving Instructor Award, and High Five Principles of Healthy Child Development training. You have two (2) years of recent related experience in an aquatic facility and have a demonstrated ability to identify and prevent hazards, implement solutions, and maintain a safe work environment. You possess excellent communication skills, exceptional customer service skills, and the ability to communicate courteously and cooperatively with other staff and the public.

Working for the Town of Grimsby

This is a seasonal position working up to 40 hours per week. The Town of Grimsby offers candidates for this position an hourly wage of **\$21.46 per hour** (2025 rate).

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

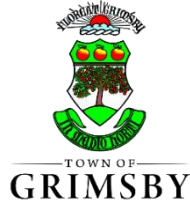
We invite you to submit your application to hr@grimsby.ca by **February 7, 2025 at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 06-2025

We thank all applicants for their interest, however only those selected for an interview will be contacted.

The Town of Grimsby is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@grimsby.ca if you need assistance.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.



JOB POSTING

Aquatics Assistant Supervisor

Community Services Department

Duties and Responsibilities:

1. Aquatics Programs (40%)

- 1.1 Planning and coordination of Public Swims and Swimming Lessons ensuring compliance with the Public Pools Regulation, all service agreements (Canadian Red Cross and Lifesaving Society) and the Public Health Department, in collaboration with the Aquatics Supervisor.
- 1.2 Ensure safe and enjoyable programs at the Grimsby Lions Pool that are inclusive of the community's aquatic needs and the Town of Grimsby's policies and procedures
- 1.3 Maintain positive and informative public relations including publicity plans, advertising on site and ensure customer service excellence.

2. Supervision of Aquatics Team (35%)

- 2.1 Organize, conduct and document staff training meetings (approved by Recreation Supervisor, Community Development) alongside the Aquatics Supervisor
- 2.2 Maintain full supervision of the Grimsby Lions Pool while on duty ensuring the safety and enjoyment of all patrons, staff and volunteers.
- 2.3 Help coordinate, staff schedules, instructional schedules, maintenance requirements of program staff etc. in accordance with existing guidelines.
- 2.4 Ensure that all staff, volunteers and patrons are participating in the program in a safe manner and any safety or supervision issues are dealt with immediately

3. Facility Oversight (10%)

- 3.1 Ensure that daily site checks and required pool tests are completed and documented. Follow up with maintenance staff and any concerns.
- 3.2 Be aware of all departmental, legislative, and affiliate policies and procedures and ensure that they are being adhered to (for example, code of conduct, Reg. 565, Red Cross and Lifesaving Society guidelines)
- 3.3 Ensure that all supplies and equipment or in proper working order and of adequate quantity.
- 3.4 Ensure that the facility is closed in the event of inclement weather, chemical imbalances, or other unsafe conditions.

4. Administration (15%)

- 4.1 Ensure all reports and forms are delivered according to the deadlines, such as pay sheets, incident reports, staff training components, statistic reports and test sheets.
- 4.2 Support registration and sales for lessons on public swims, ensuring proper cash handling and daily reporting procedures.

5. Other

- 5.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- 5.2 Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Enrolled in a post-secondary program.

License, Registration and Training

- Standard First Aid and CPR-C Certification.
- National Lifeguard Service Award.
- Canadian Red Cross - Swim Instructor Award.
- Lifesaving Society – Lifesaving Instructor Award.
- High Five Principles of Healthy Child Development.
- Police Vulnerable Sector Check (Level 3) to the satisfaction of the Town.

Experience

- Two (2) years of recent related experience in an aquatics facility.

Knowledge/Skills/Abilities

- Able to operate a cash register, computer, calculator, telephone system and other related office equipment.
- Demonstrated ability to identify and prevent hazards, implement solutions, maintain safe environments.
- Excellent communications skills with the ability to speak clearly and concisely.
- Exceptional customer service skills.
- Communicate courteously and cooperatively with other staff and the general public, on the telephone or in person.
- Establish and maintain effective working relationships with supervisor, other staff members, program participants and the general public.
- Good judgment and decision-making skills.
- Work in a group or individual situation, with minimum supervision.

A combination of education, training, and experience may be considered.