



**The Corporation of  
The  
City of Dryden**

## **Job Description**

Position Title: Supervisor of Community Recreation Programs

Group: Non-Union

Supervisor: Manager of Community Services

Department: Dryden Recreation Complex

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Approved:

**Revised – March 2019**

### **Job Function:**

1. To develop, plan, administer, and implement the programs and services at the Dryden Pool & Fitness Centre and to ensure the proper operation of the facility to meet the aquatic, fitness, recreation and culture needs of the community and as well as the goals of the City of Dryden.

### **Job Specifications:**

2. High School graduation with a diploma or degree in Recreation & Leisure Administration, Kinesiology or physical education.
3. Must have at least three (3) years previous job-related experience in Aquatics and Fitness and be familiar with the content and the requirements of the Canadian Red Cross, the Canadian Life Saving Society, the Ontario Health Regulations, and other applicable regulations including but not limited to Ontario Pool Regulation 565.
4. Current National Lifeguard Service Award or Red Cross Lifeguard designation is highly desirable and a definite asset.
5. Must possess strong management skills based on experience in a unionized environment, including organizational, human resource based, communication, customer service, and marketing skills.

6. Proven knowledge of pool operations required.
7. Certified Fitness instructor or Personal Training Certification is an asset.
8. Must be self directed and motivated to keep up-to-date on changes and trends in Aquatics, Fitness and community recreation programming and able to move forward in an ever-changing industry.

**Direction Received/Independent Action:**

9. Follows municipal policies and procedures; collective agreements; legislative requirements, health and safety legislation and any other pertinent requirements.
10. Works independently with minimal direction, within policy, regulatory and budgetary guidelines to administrate and co-ordinate the programs at the Dryden Pool & Fitness Centre.
11. Considerable knowledge and initiative is needed to meet the requirements and to satisfy the practices and standards of the City of Dryden and relevant Provincial agencies.

**Supervision/Direction of other Employees:**

12. Has full authority at unit level with responsibility within policy for hiring decisions, evaluations and disciplinary action in consultation with Manager of Community Services.
13. Reporting to the Supervisor of Community Recreation Programs are typically 25 – 30 full-time and part-time union and non-union employees. They include Facility Attendants, Lifeguards, Swim and Fitness Instructors, Program Instructors/Facilitators and Waterslide Attendants (when slide is in operation).
14. Works in compliance with the Occupational Health and Safety Act; must be capable of issuing both written and oral instruction.

**Working Relationships:**

15. **Manager of Community Services:**  
Direct reporting relationship; To explain/discuss various policies, legislation relative to the pool and fitness centre, training opportunities; hear and comment on department issues; provide alternate solutions, etc.
16. **Pool & Fitness Centre and the Arena staff:**  
To ensure the proper operation of the recreation facilities, including maintenance; exchange information; provide support and advice
17. **General Public/Schools/Clubs:**  
To explain/discuss various schedules, activities, policies, procedures, etc.

### **Duties and Responsibilities:**

18. Develop and implement policies, procedures to administer all programs at the Pool and Fitness Center.
19. Develop and/or implement community recreation, fitness and aquatic programs.
20. Provides mentorship and supports instructors, program leaders and facilitators as needed to assist in meeting the needs of the clients, patrons or facilities.
21. Respond to queries/complaints from general public or staff as required.
22. Review Core and Lesson Plans of Lifeguard/Instructors to ensure compliance with provincial standards.
23. Record, track and inform staff of level changes on completion of applicable training courses.
24. Develop and arrange activity schedules for all ages, programs and activities.
25. Recognize, maintain and promote a departmental team approach for all recreation and community services initiatives and programs including but not limited to pool, fitness center, arena and parks and playfields activities.
26. Draft, prepare, implement and monitor annual budget for the Pool and Fitness Centre in consultation with the Manager of Community Services.
27. Identify and order supplies and equipment/parts for programs and maintenance.
28. Promote and advertise the various programs, services and opportunities of the department through traditional means of local regional advertising as well as social media and City of Dryden website.
29. Responsible for succession planning and the selection, hiring, and training of suitable staff.
30. Responsible for the Health & Safety of the Pool & Fitness Centre employees and its patrons.
31. Ensure all required certifications are up-to-date by organizing in-house training sessions or by sending employees to other area facilities in order to meet the legal requirements.
32. Ensure all Health & Safety procedures (Inspections, monthly Health & Safety education, JHSC Meetings) as required by the City of Dryden are done in a timely fashion for the entire Recreation Department.
33. Be available as much as possible during hours of operation by carrying a cell phone, in case the chain of command has to be activated, should an emergency occur. Clearly identify the chain of command when out of reach.

34. The network in which this position operates is such that any error that might occur within its scope of responsibility could have serious consequences. It could result in injury, delay, inconvenience, confusion, backlash, and staffing and/or programming conflicts; probability of occurrence is medium.
35. Acts in the absence of the Manager of Community Services when required.
36. Other duties as assigned.

**Physical and Sensory Demands:**

37. Major demands are for repeated dexterity, muscular and sensory strain for moderate to long periods while preparing and proofing documents, reviewing staff schedules, scheduling activities, etc. maintaining the website, moderate agility to retrieve and store records, files and supplies from overhead and low shelves and to respond to enquiries.
38. Light physical effort required to move/transfer files of weight not usually more than ten (10) pounds.
39. Maintain physical and mental capabilities in compliance with the National Lifeguard Service Award and Red Cross Certifications.

**Mental Demands:**

40. Review of correspondence, budget numbers, events and/or activity planning is performed routinely for moderate to long periods.
41. Frequent interruptions due to unanticipated calls/queries requested by staff, the public, etc.

**Working Conditions:**

**Hours of Work:**

42. Required to work a seven (7) hour day, five (5) days a week, Monday to Friday.
43. Overtime is compensated in accordance with the City policy.

**Work Environment:**

44. Works primarily indoors in an office environment located within a large sports and recreation facility.
45. Remaining time spent travelling outside of the work area to cover in Rec Office, attend meetings, training, etc. as required.

**Hazards:**

46. Exposed to very minor risk of slipping, moving equipment, combustible substances, caustic chemicals and other common pool chemical substances.
47. Exposure to germs, viruses or infectious diseases is moderate.