



**TOWN OF INUVIK**  
*Northwest Territories*

## **Job Description**

# Aquatics Supervisor

## **IDENTIFICATION**

<b>Job Title:</b>	Aquatics Supervisor
<b>Reports to:</b>	Director of Parks, Recreation & Leisure
<b>Job Status:</b>	Permanent Full Time – 40 hours per week

## **OVERVIEW**

The Aquatics Supervisor is responsible for the overall operation and supervision of the aquatic facility, ensuring the safe, effective, and inclusive delivery of high-quality programs and services. This includes managing daily operations, leading a team of aquatic staff, maintaining compliance with health and safety standards, and promoting community engagement through diverse aquatics programming.

## **RESPONSIBILITIES**

### **Program Development and Delivery**

- Plan, coordinate, and evaluate aquatic programs to meet the needs of the community (e.g., public swimming, lessons, Aquafit, Water Volleyball, etc.)
- Develop seasonal schedules for pool activities, including swimming lessons, public swims, lane swims, and special events
- Promote participation in regional, territorial, and provincial aquatic events and competitions
- Lead community outreach and marketing campaigns to promote aquatic programs
- Monitor and assess program effectiveness through participation data and community feedback

### **Administrative and Budgetary Oversight**

- Assist in the preparation and monitoring of the aquatics budget (~\$470,000)
- Track program revenues, issue receipts, and ensure proper cash handling procedures
- Maintain accurate records, including attendance, incident reports, certification renewals, and staff files
- Prepare monthly usage and operational reports for internal and external review

### **Staff Supervision and Development**

- Recruit, train, schedule, and supervise a team of 10–15 aquatic staff, including lifeguards and instructors
- Monitor and evaluate staff performance to ensure compliance with safety, professionalism, and service standards
- Facilitate ongoing staff development, training, and certification maintenance
- Foster a positive, inclusive, and respectful team environment

### **Facility Safety and Operations**

- Conduct daily inspections of the pool area, changerooms, and equipment to ensure cleanliness, safety, and operational readiness
- Perform water quality tests and adjust chemical levels (e.g., chlorine, pH) in accordance with public health standards
- Maintain and troubleshoot pool equipment in collaboration with maintenance personnel
- Ensure all safety protocols and emergency procedures are up to date and followed

### **Instructional and Lifeguarding Duties**

- Provide swimming instruction and lifeguard coverage as needed
- Teach school and community group lessons when required
- Serve as the lead resource in handling emergencies and responding to incidents

### **Other Duties**

- Perform additional duties relevant to the role as assigned by management

## **POSITION SCOPE**

**Annual Operating Budget:**            Approx. \$ 470,000.00

**Staff Supervision:**                 Approx. 10-15

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Required Certifications:**

- National Lifeguard (Lifesaving Society)
- Swim Instructor (Lifesaving Society or equivalent)
- Standard First Aid, CPR-C, and AED
- Lifesaving Instructor/Examiner (Lifesaving Society)

### **Preferred/Asset Certifications:**

- First Aid/CPR/AED Instructor
- National Lifeguard Instructor
- Swim Instructor Trainer
- Lifesaving Instructor Trainer

### **Knowledge and Experience:**

- Minimum 3 years of progressive experience in aquatic programming and pool operations

- Strong working knowledge of pool health and safety regulations and best practices
- Proven experience managing staff and working with diverse community groups
- Familiarity with budgeting, scheduling, and administrative processes
- Computer proficiency including Microsoft Office and recreation software (e.g., CLASS, ActiveNet)

## **WORKING CONDITIONS**

### **Physical Demands:**

- Frequent lifting and moving of equipment and supplies
- Performing rescues and lifesaving demonstrations as needed
- Standing, walking, and swimming for extended periods

### **Environmental Conditions:**

- Exposure to heat, humidity, and pool chemicals such as chlorine
- Loud and busy environment with high levels of public interaction
- Variable hours, including evenings, weekends, and holidays as required

### **Sensory and Mental Demands:**

- High concentration during lifeguarding and instruction
- Balancing multiple priorities, emergency response readiness, and administrative tasks
- Occasional exposure to stressful or emotionally charged situations

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.