



Aquatics Coordinator

Toronto Pan Am Sports Centre Inc. is currently seeking a **Full Time Aquatics Coordinator** to join our team!

The key accountabilities of the role include, but are not limited to:

- Responsible for the scheduling of part-time aquatic staff and associated payroll duties
- Assist in the recruitment, hiring and training of part time aquatic staff
- Assist with the delivery of TPASC staff facility wide first aid response and training;
- Assist with the delivery of advanced leadership courses and training for TPASC staff facility wide
- Understand technical knowledge of water chemistry
- Responsible for the use of technical equipment not limited to: moveable bulkheads, starting blocks, electronic timing system, electronic sound system, first aid equipment, PAL pool lifts etc
- Perform necessary administrative tasks including reports and statistics
- Lead in the deployment of the moveable floors along with other Full Time Aquatic Staff
- Assist with setting up and maintaining competition pool and dive pool for high performance training and event hosting
- Support the Aquatics department in delivery of High Performance training and event hosting, community club training and event hosting and other special projects
- Monitor and ensure the quality and safety of Aquatics programs at TPASC
- Assist in the supervision of part time aquatic staff
- Lifeguard occasionally when required
- Ensure that all patrons are adhering to Ministry of Health Regulations for swimming pools and assist in the event of a medical emergency
- Ensure the consistent application of all TPASC and program protocols including age guidelines
- Work effectively in a team environment to handle emergency situations
- Ensures a high caliber of Customer Service is delivered to all TPASC users
- Understand, support and adhere to Company policies, programs, and procedures
- Comply with all legislative requirements (e.g. *Occupational Health and Safety Act, Human Rights Code, Employment Standards, Act, 2000, etc.*)
- Maintain a safe and clean work environment
- Willingness to take the most effective role and other duties as required

The successful candidate will possess the following qualifications:

- Completion of a high school diploma (post-secondary education is preferred)
- Instructional and supervisory experience with a demonstrated knowledge of program, facility and aquatics policies and procedures including emergency procedures as well as scheduling
- Current Standard First Aid certificate issued by Canadian Red Cross, St. John Ambulance or Canadian Lifesaving Society which is valid throughout contracted period (mandatory 2 year recertification)
- Current National Lifeguard issued by the Canadian Lifesaving Society, maintained as current and valid throughout contracted period (mandatory 2 year recertification)
- Current Airway Management certificate issued by the Canadian Lifesaving Society maintained which is valid throughout contracted period (mandatory 2 year recertification)
- Lifesaving Society Advanced Instructor qualifications; Standard First Aid Instructor and Examiner; National Lifeguard Instructor and Examiner considered an asset
- Experience with the scheduling of part-time aquatic staff and payroll is an asset
- Event Experience considered an asset
- Demonstrated leadership and staff supervision experience an asset
- Demonstrated excellence in teaching and/or leadership
- Experience supervising peers and providing feedback an asset
- Technical knowledge of water chemistry; technical equipment not limited to: moveable bulkheads, starting blocks, electronic timing system, electronic sound system, first aid equipment, underwater vacuums, PAL pool lifts etc.,
- Technical knowledge of moveable floors is an asset
- Proficient in using MS Office (Microsoft Excel, Word, PowerPoint and Outlook)
- Strong communication skills (both written and verbal)

Three professional references will be required and a Vulnerable Persons police records check will be completed for the successful candidate.

HOW TO APPLY

Please submit your cover letter and resume to the attention of Erin Atkinson, Aquatics Manager by December 14th 2018

CONTACT INFORMATION

Erin Atkinson, Aquatics Manager
Toronto Pan Am Sports Centre
875 Morningside Avenue
Toronto ON M1C 0C7
E-mail: eatkinson@tpasc.ca

OUR HISTORY

Toronto Pan Am Sports Centre is a world-class sport and recreation venue that proudly hosted the international community for the Pan Am and Parapan Am Games. The facility is also an amazing place to join hundreds of professionals who look to develop their career in an exciting and rewarding environment.

A legacy of the 2015 Toronto Pan Am and Parapan Am Games, Toronto Pan Am Sports Centre (TPASC) is operated by a corporation co-owned by the City of Toronto and the University of Toronto. The world-class facility was the largest sport new-build for the Games and the largest infrastructure investment in Canadian amateur sport history. TPASC delivers extensive programming that serves recreational and community groups, university students, high performance athletes, as well as fitness centre clientele. The building's 312,000 square-feet includes two internationally sanctioned 10-lane 50-metre pools, a world-class dive pool and dry-land dive training facilities, a four-court gymnasium, a rock climbing wall, an indoor running track, conditioning rooms, a high performance testing centre, studio spaces, and a state-of-the-art fitness centre for members. The Canadian Sport Institute Ontario (CSIO) is located at TPASC and provides world-leading sport science and sport performance services. TPASC opened to community users, University of Toronto faculty, staff and students, City of Toronto program users and high performance in September 2014. For more information visit www.tpasc.ca

Toronto Pan Am Sports Centre Inc. is committed to creating an accessible organization and facility by removing barriers for individuals with disabilities. If you have any accessibility requirements or questions, whether as an employment candidate, volunteer, user of the facility or business partner, please contact us at info@tpasc.ca.