

Job Information

Job title	Team Leader	TLEAD	
Title of immediate supervisor	Program Technician or Programmer		
Department/Division	Parks and Recreation / Recreation		
Prepared by	M. Sheehan		
Date Created	April 2018	Revised date	Oct 16, 2019

Job Purpose

Provides direction and support to aquatic, skate and fitness instructional staff. Leads in the event of any emergency situation. Assists in the provision of instructional or recreation programs. Ensures that on-duty staff are working effectively, the program is operating safely, and the facility is properly prepared for the enjoyment and satisfaction of all patrons. Communicates with customers to provide a quality experience.

Duties and Responsibilities

- Directs the delivery of programs that occur during assigned shifts.
- Monitors the general maintenance and safety of the program area, locker rooms and associated areas, and reports abnormalities to the appropriate staff member.
- Provides shift supervision and direction to on-duty staff and ensures staff are following established protocols.
- Organizes and provides appropriate activities, games and events of interest to the users.
- Organizes and ensures that the arena, pool or fitness area is set up for scheduled activities and that user needs are sufficiently met.
- Completes reports, statistics and records.
- Answers or refers inquiries and performs clerical duties.
- Ensures first aid supplies, emergency equipment and program equipment are in order and performs safety inspections.
- Provides support and assistance to staff.
- Assists with program area in-services and training.
- Maintains a safe and clean work environment.
- Assists supervisor(s) with temporary staff scheduling process.
- Teaches during assigned shifts.
- Performs other related duties as required.

Qualifications

ALL SECTIONS:

- Grade 12.
- Employment is subject to provision of a satisfactory Police Information Check with vulnerable sector check.
- An equivalent combination of education and experience may be considered.

ARENA:

- Two years skate patrol attendant, including two years skate instruction experience.
- Emergency First Aid (EFA) with CPR-C
- Greater Victoria Active Communities Skate Instructor Course Certification, or any of the following: Canskate Instructor, CanPowerskate Instructor, NCCP skate related course, certification or equivalent skate related instructor course.

AQUATICS:

- CPR-C.

- Standard First Aid
- OFA Level 1 as required.

-GHRC:

- Two years lifeguarding including 2 years of teaching experience.
- National Lifeguard (NL) Certification (Pool)
- Canadian Red Cross Water Safety Instructor Certification
- Canadian Red Cross Water Safety Instructor Trainer Certification an asset

- SCP Lesson TL:

- Two years of teaching experience.
- Canadian Red Cross Water Safety Instructor Certification
- Two years of lifeguarding experience an asset
- National Lifeguard (NL) Certification (Water Park Option) an asset
- Canadian Red Cross Water Safety Instructor Trainer Certification an asset

- SCP Lifeguarding TL:

- Two years lifeguarding experience including one year of water park experience.
- National Lifeguard (NL) Certification (Water Park Option)
- Canadian Red Cross Water Safety Instructor and/or Trainer Certification an asset

FITNESS:

- BCRPA Certification in Fitness Theory, plus one of the following modules: Group, Aquafit or Weight Training Module or equivalent fitness instructor courses.
- Two years fitness instruction experience.
- Fitness First Aid with CPR-A or equivalent.

Physical Requirements

Sufficient health, physical condition, strength, stamina and co-ordination to permit performance of duties.

Working Conditions

Indoor work on a pool deck, in water, on ice rink and recreation centre. May be exposed to challenging customers.