



## Facility Programmer

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### **DEFINITION**

Work in this classification involves development, planning, implementation and evaluation of all aspects of the instructional programs at the facility, supervision of staff and aquatic programming/lifeguarding. As a supervisor of people this role will guide, coach, mentor and lead subordinate roles.

The Facility Programmer is responsible for planning, developing and implementing programs that meet the objectives for achieving program outcomes under the guidance of the Aquatic Program Coordinator. This role is accountable for continuous improvement and increased program variety that will grow the business and increase revenue.

This position is differentiated by the level of supervision received. Performance assessment is received from a supervisor who reviews and approves decisions, evaluates progress on performance expectations and assesses services rendered to the customers.

### **TYPICAL DUTIES \***

Activation of the facility including programs, events and activities

Responsible for the recruitment, hiring, orientation, ongoing training, scheduling, coaching, mentoring, guiding, and evaluation of part time aquatics instructors and Aquatic Fitness Instructors in Recreation Facilities.

Conducting research for the Facility in a variety of different capacities; specific technical, innovative and competition based areas.

Collaborate with organizations, agencies and individuals on specific programs or events.

Develop facility based programming that addresses identified needs

Responsible for developing and implementing succession plans for the ongoing development of program delivery personnel.

Accountable for developing program plans and the associated resource requirements.

Implements pilots for new and innovative programming to test market interest and assess level of acceptance.

Respond to customer questions, concerns or issues related to aquatic programming with intent to resolve.

Ensure program and participant safety procedures are being followed, through frequent site visits, site inspections, incident management (Incident Reports, WCB, Incident Data Reporting), and updating the Intelex Database

Responding to emergent situations or emergencies in an Aquatic Facility



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### **KNOWLEDGE, ABILITIES AND SKILLS**

Demonstrated knowledge of the principles, practices and techniques employed in water safety and lifesaving activities and first aid.

Knowledge of the principles and practices involved in designing, implementing and evaluating programs.

Knowledge of the public health, occupational health, construction and provincial operating guidelines related to and the technical aspects of the operation of an aquatic facility.

Skills and ability to communicate effectively, verbally and in writing to individuals and groups.

Excellent communication, interpersonal, customer service, organization, time management and prioritization skills required

Proficient skills in the use of various software applications.

Demonstrated ability to supervise, lead, coach and mentor staff.

Ability to recognize emergency situations and react accordingly.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### **Job Level**

Completion of one year post-secondary education in Recreation Administration, Facility Management, Marketing or related equivalencies. One year (2080 hours) of experience as an Aquatic Instructor and Lifeguard.

The incumbent must successfully complete Supervisor Training within one year of appointment and complete the Lifesaving Instructor award within one year of appointment. Complete applicable in-service programs.

The incumbent must be in possession of the following designations/awards:

- Possession of current Lifesaving Society Swim for Life Award
- Possession of current Lifesaving Society Swim Abilities Award
- Possession of current Government of Alberta workplace approved Intermediate First Aid & CPR-C or Aquatic Emergency Care (AEC)
- Possession of current Lifesaving Society Bronze Cross Award or Lifesaving Society National Lifeguard Award

All certifications must be kept current according to the certification organization standards. Applicants may be tested.

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Salary Plan	<u>10M</u>	10A	<u>10B</u>	<u>10C</u>
Job Code	0032			
Grade	067			

Originated:  
Last Updated: Jan 2023  
Previous Updates:



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\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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ACTIVE

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