



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

SUPERVISOR OF AQUATICS PERMANENT FULL TIME (1 VACANCY, 35 HOURS PER WEEK)

The Township of Centre Wellington is a thriving, fast-growing community of approximately 35,000 residents, uniquely blending the charm of rural living with the conveniences of nearby urban centres like Guelph and Kitchener-Waterloo. Surrounded by stunning natural landscapes and known for its vibrant arts and festival scene, historic character, and year-round recreational opportunities, our community offers an exceptional quality of life for residents and visitors alike.

Reporting to the Manager of Recreation Programs, the Supervisor of Aquatics provides leadership and operational oversight for the day-to-day delivery of aquatic programs and services. This role is responsible for supervising aquatic staff, with a strong emphasis on health and safety compliance, program planning and implementation, and the coordination of private aquatic centre rentals. The Supervisor of Aquatics ensures services are accessible, efficient, and effectively delivered for public use and enjoyment, and serves as a key liaison between management, staff, and aquatic centre patrons.

Major Duties and Responsibilities:

Supervision

- Supervises a team of full-time and part-time staff within Township-owned and operated aquatic facilities.
- Daily oversight of aquatic operations and programs, ensuring staff carry out assigned duties in compliance with Township by-laws, policies, and procedures, relevant federal and provincial legislation, Ontario Public Pools regulations, Lifesaving Society standards, and other applicable governing bodies. Provides positive and effective leadership through ongoing training, coaching, mentoring, and performance management.
- Participates in the recruitment, selection, orientation, and onboarding of staff, and ensures accurate and up-to-date employment-related records are maintained.
- Acts as a Competent Supervisor as defined under Ontario's Occupational Health and Safety Act, ensuring safe work procedures are developed, implemented, reviewed, and followed, and that staff receive appropriate training and comply with all safety requirements.
- Ensures all aquatic staff meet legislated training and certification requirements in accordance with Ontario Public Pool Regulations under the Health Protection and Promotion Act (HPPA), including coordinating training activities and maintaining accurate records to support compliance.
- Prepares staff work schedules and arranges coverage for absences, ensuring appropriate staffing levels are maintained to support safe and effective program and service delivery.
- Provides backup lifeguarding support, as required, to ensure continuity of programs and services.

Aquatic Operations & Programs

- Ensures compliance with applicable legislative requirements and aquatic industry standards through the development, implementation, and maintenance of standard operating procedures and safe work practices, including making updates as required and ensuring staff are appropriately trained.
- Responds to incidents, accidents, or other emergencies, and reports hazards in accordance with Township and departmental policies and procedures, ensuring accurate documentation, reporting, and timely follow-up to support corrective actions.
- Works collaboratively with facility staff to confirm pool systems, equipment, and spaces are safe, secure, and functioning properly, and follows up to ensure repairs or corrective actions are completed.
- Responsible for the planning, design, delivery, and evaluation of aquatic programs and services, including monitoring registrations, participation, and program performance to identify areas for improvements or enhancements.
- Researches and identifies opportunities for new or modified aquatic programs based on community needs, demographic trends, and industry developments, and develops approved program ideas into deliverable aquatic programs.
- Supports promotional and communication efforts by preparing content for leisure guides, producing program materials, delivering presentations, and ensuring clear communication of aquatic services and offerings.
- Assists the Manager of Recreation Programs with forecasting, reporting, long-term planning, grant and funding opportunities, and the preparation of reports, briefings, and presentations for senior leadership, Council, and community stakeholders.
- Communicates departmental direction and objectives to aquatic staff, providing regular updates to support alignment with broader service delivery goals.

Customer Service

- Ensures aquatic programs and work activities are conducted efficiently and effectively to support the safety, convenience, and enjoyment of patrons and the public using the aquatic facility.
- Delivers high-quality customer service across all aquatic programs and operations in accordance with departmental and corporate standards and addresses operational or service-related issues as they arise.
- Leads problem-solving efforts and responds to escalated aquatic program, staffing, safety, or customer service concerns.
- Receives, reviews, and responds to feedback, concerns, and opportunities for improvement raised by patrons and program participants, consulting with the Manager of Recreation Programs and the Managing Director of Community Services as appropriate.
- Promotes the safe, orderly, and respectful use of aquatic facilities and programs, responds to routine inquiries, and escalates issues to the Manager when required.
- Adjusts staffing schedules and work assignments as needed to support aquatic program delivery, facility use, and private rentals, including responding to last-minute changes.
- Builds and maintains positive working relationships with patrons, user groups, volunteers, and community partners, fostering collaboration, shared resources, and community-responsive programming.

Other

- Demonstrates advanced expertise by staying current with industry trends and best practices, and by actively pursuing ongoing professional development through training, seminars, and participation in professional working groups.
- Performs other related duties as assigned by the Manager of Recreation Programs.

Minimum Qualifications and Requirements:

- Post secondary degree or diploma in Recreation, Physical Education, Sport Management, Aquatics, Business Administration or related field.
- Current certification in the following:
 - Lifesaving Society Swim Instructor
 - Lifesaving Society Aquatic Supervisor
 - Lifesaving Society Instructor and Examiner for Bronze Cross, Standard First Aid, and National Lifeguard
 - National Lifeguard Service Award
- Standard First Aid and CPR
- WHMIS Certification
- Five (5) years of related work experience in aquatics.
- Three (3) years of work experience in a progressively responsible aquatic position.
- Experience working in aquatic centre programs, administration, or operations is considered an asset.
- Organization and supervisory skills and the ability to apply them in all situations in aquatic programming, aquatic operations, customer service, and marketing. Ability to think and act corporately. Strong communication skills with the ability to convey information so that it can be understood by people from all walks of life, inside and outside the corporation.
- Expected to supervise all aspects of aquatic services in the Township of Centre Wellington.
- Strong internal working relationships to support departmental efforts with the Manager of Recreation Programs, employees and others. Provides advice and guidance to members of committees, advisory groups and patrons. Provides goodwill to the public.
- Able to safely perform the essential physical demands of the position, including working on a pool deck environment; standing and walking for extended periods; bending, reaching, and lifting aquatic equipment and supplies (up to approximately 40 lbs / 18 kg); and responding to emergencies as required.
- Demonstrated knowledge of aquatic facility operations, including pool safety, water quality monitoring, and the use of aquatic and facility-related equipment and materials.
- Strong communication skills with the ability to convey information to a wide range of audiences, both internal and external to the organization.
- Strong understanding and ability to apply safe work policies and standards, and knowledge of relevant legislation and regulatory bodies (i.e., OHS, Employment Standards Act, Ontario Human Rights Code, AODA, Ontario Public Pools regulations, Ministry of Labour, etc.).
- A satisfactory Police Records Check and annual Employee Offence Declaration is required for this position.
- Demonstrated ability to lead and support staff through clear communication, guidance, conflict resolution, and constructive feedback.
- Ability to ensure staff compliance with legislated training and certification requirements, and to support a culture of safety, professionalism, and continuous improvement within aquatic operations.
- Strong time management skills with the ability to adapt schedules and priorities to meet shifting demands and accommodate last-minute changes.
- Must be able to work independently and accomplish tasks and assignments.
- Must possess a valid Class 'G' Driver's License and maintain a clean driver's abstract.
- Required to work various shifts, including days, afternoons, nights, weekends, and ability to respond to phone calls and inquiries at short notice. Regular work schedule will be afternoons and evenings as well as one (1) weekend day shift.

Work Location: Centre Wellington Community Sportsplex (550 Belsyde Ave E, Fergus ON N1M 2W5)

Annual Salary: \$87,229 - \$98,121 per annum [2026 Rate]

How To Apply: Interested applicants are invited to submit their cover letter and resume combined in MS Word or PDF format by email to careers@centrewellington.ca by **April 28, 2026** at 11:59 p.m. Please quote job posting 2026-29 in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted. **No phone calls please.**

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).