

**MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT  
SHORT TERM ENGAGEMENT – PHYSICAL EDUCATION AND SPORT DIVISION**

**JOB DESCRIPTION**

<b>Position</b>	➤ Facility Coordinator, Swimming Pool
<b>OBJECTIVE</b>	
The incumbent is responsible for supervising the activities of the other staff at the Community Swimming Pool Facility. The incumbent is required to work on a rotation basis during the hours of opening of the Swimming Pool Facility, which includes Saturdays, Sundays and Public Holidays. Work is performed within the framework of established policies and programmes and is reviewed by a superior officer for efficiency through reports, discussions and general observations.	
<b><u>MAIN DUTIES AND RESPONSIBILITIES</u></b>	
<ul style="list-style-type: none"><li>• Organises and supervises the activities at the Community Swimming Pool Facility.</li><li>• Supervises a small staff at the Community Swimming Pool Facility engaged in teaching patrons to swim using the Ministry’s Learn to Swim programme.</li><li>• Ensures that these programmes are available to the various schools in proximity to the Swimming Pool Facility.</li><li>• Ensures that adequate supplies are always available and are economically used.</li><li>• Ensures the proper maintenance of equipment of the pool and arranges for early repairs or replacement when necessary.</li><li>• Prepares reports on activities to the supervising officer.</li></ul>	

**Knowledge:**

- Knowledge of a variety of sports and recreational activities, including aquatics.
- Knowledge of modern office practices and procedures.
- Knowledge of relevant Public Service rules, regulations, instructions, and procedures and procurement practices.

**Skills and Abilities:**

- Good proficiency in the use of Microsoft Office Suite.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to compose and prepare standard documents such as letters, memoranda, minutes, reports and budgets
- Ability to learn assigned tasks of limited complexity and variety readily.
- Ability to use a computer and other standard office machines such as photocopiers, scanners, and facsimile machines.
- Ability to communicate effectively, both orally and in writing.
- Ability to work as part of a team.
- Ability to establish and maintain effective working relationships with colleagues and the public.
- Ability to use initiative to find solutions for simple work-related issues.

### **Education, Training and Minimum Experience**

- Training as evidenced by a degree in the field of Management.
- Three (3) to five (5) years' experience in the administration of sport and recreational activities.
- At least two (2) years' experience in facilities management/maintenance.
- Experience in the administration of aquatic sports will be asset.
- Any combination of experience and training.