

Town of Nipawin, Seasonal Facility/Pool Manager

General Statement of Duties: Under general supervision from the Director of Parks and Recreation, the Pool Manager performs duties in planning, developing, coordinating, implementing and supervising the swimming pool facility for the Town of Nipawin. This position requires involvement in duties relating to facility management and community interaction and provides oversight and direction of recreational and pool programming for the community. This position requires an energetic team player with strong public relations, organizational and management skills, computer literacy and excellent oral and written communication abilities.

*Note: Lifeguarding Qualifications are **not** a requirement for this position.*

Position Duties:

1. The Manager is expected to take full responsibility for the administration and management of personnel.
2. Plan and implement a comprehensive aquatic program for the community.
3. Ensure that an emergency procedure is in place and that staff training has taken place in that regard.
4. Accept full responsibility for the financial income of the facility.
5. Ensure that all records and forms required by the Town, Public Health and other agencies are maintained as indicated by the authority.
6. Handle complaints, and when necessary, the discipline of public and/or staff in accordance with policy.
7. Prepare a year-end evaluation of staff, programs and general operation and make recommendations accordingly.
8. Ensure that all written reports on accidents or incidents at the facility are completed and turned over to the Director of Parks & Recreation.
9. Ensure that all pool policies and procedures are followed.
10. Maintain good communication with the maintenance personnel.
11. Create and maintain schedules for guards, swim lessons, public/family swim and any other programs.
12. Planning and execution of events such as the Swimming Pool Grand Opening, Canada Day, etc.
13. Handling daily admissions, fee collections and purchases of season passes at the pool.
14. Overseeing cash outs, water chemistry tests, opening and closing cleaning procedures, enforcing pool rules, administering chemicals to the pool, and completing equipment checks.
15. Any other duties as may be assigned by the Director of Parks & Recreation.

Skills required for the position:

- Excellent people skills
- Problem solving
- Organized, strong communicator and good coordination skills
- Proficient skills on the computer
- Enjoy working with children
- Comfortable handling cash

Preference will be given to those applicants with:

- Previous managerial/supervisory experience
- Management Experience

Wage range depending on qualifications and experience is \$17.63-\$18.35/hr.

SUBMISSION OF APPLICATIONS/RESUMES

Applications/Resumes for the position described above will be accepted by the undersigned up to **Monday, April 3rd, 2017**. Start date for this position is June 12th, 2017 or a negotiated date satisfactory to both parties.

Chelsea Corrigan, Director of Parks & Recreation

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