

The Town of Watrous - Assistant Pool Manager

Summary

The Assistant Manager is responsible for leading the Watrous Swimming Pool team and in the absence of the Manager the Assistant Manager shall assume the duties of the Manager. They are expected to assist the manager with all pool related administration and personnel management, daily maintenance of pool equipment, record keeping for water, finances and staffing.

Responsibilities and Duties

1. Schedule the use of the pool and to ensure that the necessary staff is available to fulfill program and legal requirements
2. To ensure that an emergency procedure is in place and that staff is trained for any emergency
3. The manager is responsible to develop, implement and maintain a staff in-service program
4. To ensure that all records and forms required by the Town, Public Health and other agencies are maintained as indicated by the authority
5. The manager will ensure that all accidents or incidents are properly recorded and reported
6. The individual will keep an up to date inventory of equipment and supplies; and will purchase day to day needs for the pool as required
7. The manager will prepare a year end evaluation of staff, programs and general operations and make recommendations accordingly
8. Be aware of and ensure that all pool policies and procedures are followed
9. The Recreation Director may assign any other duties as required

Qualifications

NLS Certification

LSI

Standard First Aid, CPR C and AED

WSI

Management Experience

Pool Operators Course is considered an asset

All salaries in accordance with CUPE #3597

Send resume with cover letter to:

Town of Watrous

Box 730

Watrous, SK S0K 4T0

or watrousrecreation@sasktel.net

Deadline for applications is Thursday, March 15, 2018 at 4PM

For further information please contact the Town Office at: 306-946-3369