

**Town of Devon Position Description**  
**Position: Devon Community Pool, Manager**



Title of Position: Pool Manager
<p>The Pool Manager is responsible for acting as a member of the management team as well as a shift supervisor in the operation and maintenance of the Town of Devon Outdoor Swimming Pool. This position oversees the overall operations and safety aspects of the Town pool; schedules pool programming and use; hires, manages and supervises shift supervisors as well as lifeguard/instructors; communicates with Finance staff and Recreation Operators; ensures safety requirements are met through inspection of practices and equipment and through training of staff.</p>
Key Responsibilities
<ul style="list-style-type: none"> <li>• Responsible for the recruiting, hiring, supervising and training for all pool staff:               <ul style="list-style-type: none"> <li>○ Posts and interviews all staff.</li> <li>○ Coordinates the staff schedule throughout the summer.</li> <li>○ Provides mid and final staff evaluations.</li> <li>○ Trains staff in the operations of cleaning, mechanical equipment &amp; chemistry of water.</li> <li>○ Provides mentorship and supervision for staff.</li> <li>○ Maintains a high quality of public relations.</li> <li>○ Prepares and facilitates in-service staff training throughout the summer.</li> </ul> </li> <li>• Plans and implements the pool schedule including lessons, special events and public swimming so that it can be advertised in the community:               <ul style="list-style-type: none"> <li>○ Develops, administers, plans &amp; evaluates all aquatic program delivery.</li> <li>○ Promotes swimming lessons and special events.</li> <li>○ Makes financial decisions about running lessons based on registration.</li> <li>○ Completes schedule for the following summer by mid- to late-August.</li> </ul> </li> <li>• Ensures proper financial management throughout the season according to the budget:               <ul style="list-style-type: none"> <li>○ Trains staff on proper financial procedures.</li> <li>○ Oversees deposits.</li> <li>○ Ensures that purchases that are being made are within budget.</li> <li>○ Ensures that proper admissions are being charged to the patrons.</li> <li>○ Assists the department Manager in preparing the budget for the upcoming seasons.</li> <li>○ Oversees staff hours and ensures they are within the yearly budget as well as hourly limitations per week.</li> </ul> </li> <li>• Ensures that the pool systems are operating safely, efficiently and effectively:               <ul style="list-style-type: none"> <li>○ Ensures an effective response to maintenance issues that arise throughout the season.</li> </ul> </li> <li>• Works with administration and capital health to ensure proper water chemistry</li> <li>• Ensures proper opening and closing procedures are followed.</li> </ul>

- Provides sound leadership to pool staff as well as maintaining high quality relationships with Town employees, swim club executives, pool clientele, suppliers and Alberta Health representative.

#### **Qualifications**

##### **Education:**

- NLS
- Standard First Aid, and CPR level C or AEC
- Canadian Red Cross Water Safety Instructor (WSI) Certification
- Lifesaving Society Instructor Award (LSI), Lifesaving Society Swimmer Instructor award
- Swimming Pool Operator I
- Swimming Pool Operator II would be considered an asset
- Courses such as Fitness instruction, Synchronized Swimming and Diving will be considered an asset

##### **Experience:**

- At least 2 years of experience in a senior guarding position or assistant manager position in which you have supervised other staff.
- Experience running and operating a pool is an asset.
- Your current awards and certifications must be attached with your application. Proof of current certifications/awards will be required before your application can be considered or be furthered to the interview stage. Cash handling experience.
- Satisfactory Criminal Reference and Vulnerable Persons Check must be provided prior to starting.
- Valid Class 5 Drivers License and provide a drivers abstract on request.
- Individual must have experience working independently as well as with a group.

**Hours of work:** Up to 40 hours per week to a maximum of 800 hours, ending by September 10, 2021. March and April involve minimal hours (mostly focused on interviewing and hiring staff), and May through August will mostly be full-time with some evening and weekend shifts that are required.

**Salary range:** \$ 27.50 - 28.89 (hourly)

**Classification title:** Management/Supervisory

**Department:** Community Services

**Reports to:** Manager of Parks, Recreation & Culture

**Posting date:** January 15, 2021, 4:30 p.m. (MST)

**Closing date:** Monday, February 22, 2021, 4:30 p.m. (MST)

**Start date:** Monday, March 8, 2021

**Number of openings:** 1 – Seasonal

**Work location(s):** 34 Haven Avenue, Devon, Alberta; 1 Columbia Ave. W., Devon, Alberta; work from home as necessary