



Town of Three Hills - Employment Opportunity

Full-Time Permanent Aquatic Centre Manager

We are seeking a dedicated individual to dive into the role of Aquatic Centre Manager, which has opened up due to the retirement of a valued long-standing member of the Town of Three Hills. In this role, you will oversee daily operations, manage staff, and ensure that exceptional customer service is provided to all residents and visitors. If you have a commitment to safety and love for aquatic programs, we want to hear from you! Join us in making a splash in our community!

Reporting to the Director of Community Services, the Aquatic Centre Manager will be responsible for the direction and supervision of the aquatic department to ensure the safe, efficient, and effective operation of all aquatic facilities and compliance with all relevant legislation, policies, and procedures. This is a Full-Time position requiring seven and a half (7.5) hours per day, and thirty-seven and a half (37.5) hours per week.

FUNCTIONAL RESPONSIBILITIES

- Shall be required to implement processes and policies in support of municipal goals and legislative requirements.
- May be required to prepare, modify, and monitor schedules, budgets, reports, and cost estimates for construction and maintenance activities.
- Required to manage operation and maintenance of all the Pool facilities including the Three Hills Aquatic Centre and the Rob Naylor Splash Park.
- May be required to work varied hours (which may include evenings and weekends) to account for seasonal or operational requirements.
- Use a computer with demonstrated proficiency and knowledge of software such as Outlook, Office and payroll and scheduling software.
- Coordinate, direct, and evaluate the work of the pool employees.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Successful completion of a Grade 12 diploma or GED certificate
- Minimum 18 years of age
- Current National Lifeguard Certification – Pool
- Current Swim for Life Instructor Certification
- Current Lifesaving Instructor certification
- Current Standard First Aid Certification
- Current Pool Operator – minimum Level 1, Level 2 preferred
- A minimum of five (5) years' experience or an equivalent combination of education and experience.
- Additional trainer courses considered an asset

Individuals interested in this position are invited to submit a cover letter and resume demonstrating how your excellent skills match our list of qualifications and requirements to ea@threehills.ca referencing "**Aquatic Centre Manager**" in the subject line. A current Driver's Abstract and Police Information Check will be required by the successful candidate upon acceptance of the position.

The Town thanks all applicants for their interest. The Town is an equal-opportunity employer, and all applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements.

Only individuals selected for interviews will be contacted.

This posting will remain open until a suitable candidate is found. Interviews will occur as qualified applicants apply, **so apply now!**