

Position Description: Recreation Coordinator – Pool Manager (Temporary)

Hours of Work: Various. Part-time initially, but transitions to full-time during June- August. Position expected to conclude in September.

Rate of Pay: \$24-26.00/ Hour based on education and experience.

General Statement Reporting to the Operations Manager, the Recreation Coordinator is responsible for planning, overseeing and leading the successful operations of the Centennial Pool. In addition to running the day-to-day operations of the Pool, the Recreation Coordinator will assist with operation of Regional District parks and facilities.

Duties and Expectations

Include, but may not be limited to:

- Recruit and organize training and orientation for seasonal staff and lifeguards for the pool;
- Supervise swimming instructors, competitive teams, lifeguards, pool members, pool parties, and other activities;
- Develop pool programming and schedule;
- Implement the transition to Lifesaving Society swimming lesson program;
- Responsible for the security of the pool;
- Supervise maintenance and operation of pool treatment and filtration system;
- Ensure compliance with all applicable health and safety regulations and legislation;
- Order pool chemicals and supplies as needed;
- Direct cleaning of the pool and upkeep of all pool equipment and facilities;
- Generally, oversee all pool operations and personnel and coordinate any pool activity during or after official hours;
- Maintain correct payroll records and schedules;
- Oversee application of pool rates and charges;
- Enforce rules of safety and conduct;
- Be constructive in discipline, helpful in criticism, and enthusiastic in compliments;
- Maintain and keep all necessary records concerning pool attendance, pool chemicals, accident reports, schedules, time cards, etc.;
- Attend Board and staff meetings as required;
- Reconcile daily cash, cheques and debit transaction;
- Submitting accurate daily monies and applicable records to the CCRD Finance Department in a timely fashion;
- Planning and supervision of water recreation activities, games and special events;
- Collect moneys and arrange rental of recreational facilities;
- Plan events, organize recreational activities and other tasks that advance recreation for the CCRD;
- Develop and update operations and safety plans;
- Perform other duties as assigned.

Parameters of Position:

Employee is expected to develop a schedule in collaboration with the Operations Manager to ensure the successful operations of the pool within budget.

Qualifications:

The ideal candidate will have experience in pool operations. A combination of experience in supervision, management, retail operations or lifeguard experience will be considered. Must be able to plan, promote, and follow through with programs, and be able understand and adhere to budgets. Excellent communication, people skills and Class 5 drivers licence required. Use of a vehicle is also required (applicable milage rates will be paid). A criminal record check may be required.

I have received a copy of my job description and understand my responsibilities:

Signature:

Date: