



Central Coast REGIONAL DISTRICT

That we may be good people together

Pool Manager – Job Description

Organization: Central Coast Regional District

Pool Facility: Centennial Pool

Position Type: Temporary / Seasonal (Full Time/Part Time)

Reports To: Solid Waste Services Coordinator

Location: Centennial Pool, Hagensborg, BC

Compensation: Hourly, based on education and experience **\$25.50-\$35.00.00 / Hour**

Position Overview

The Pool Manager is responsible for the safe, efficient, and community focused operation of Centennial Pool. This role provides leadership to aquatic staff, oversees daily facility operations, ensures regulatory compliance, and supports the delivery of high quality aquatic programs and services.-focused operation of Centennial Pool. This role provides leadership to aquatic staff, oversees daily facility operations, ensures regulatory compliance, and supports the delivery of high-quality aquatic programs and services.

Key Responsibilities

1. Staff Leadership & Supervision

- Recruit, train, schedule, and supervise lifeguards, instructors, and support staff.
- Oversee payroll, staff timekeeping, and attendance tracking
- Foster a positive and collaborative team culture through coaching and performance support.
- Conduct in-service training, emergency drills, and skills refreshers.

2. Facility Operations & Safety

- Oversee pool operations including water chemistry, filtration, equipment checks, and facility cleanliness.
- Ensure compliance with all health, safety and regulatory standards.
- Enforce facility rules and ensure safe patron conduct.
- Document, report, and respond to incidents, hazards, and maintenance needs.
- Coordinate seasonal opening and winterization of the pool.

3. Programming & Community Engagement

- Develop and coordinate schedules for public swims, lessons, rentals, and special events.
- Implement and oversee swimming lesson programs.
- Organize community focused events and activities that enhance pool usage.-focused events and activities that enhance pool usage.

4. Financial & Administrative Duties

- Reconcile daily revenue, maintain accurate financial records, and prepare required reports.
- Monitor budgets, staffing allocations, inventory, and purchasing needs.
- Maintain logs for attendance, chemical testing, maintenance checks, and incident reports.
- Manage facility rentals, program bookings, and customer inquiries.

5. Compliance & Communication

- Participate in staff meetings and contribute to policy and procedure updates.
- Ensure implementation and enforcement of all safety guidelines and emergency protocols.
- Maintain clear and professional communication with patrons, parents, staff, and community stakeholders

Required Qualifications

Experience in aquatic operations or supervisory roles.

CPR, First Aid, and AED certifications.

Strong communication and interpersonal skills.

Knowledge of pool maintenance and cost control.

Valid driver's license.

Preferred Qualifications

Pool Operations certifications

Experience in pool management.

Swim instructor and lifeguard certifications

Working Conditions

Outdoor pool.

Seasonal role concluding in September.

Requires evening, weekend, and holiday availability.

Physical demands include standing for long periods, lifting, and emergency response.