

Town of Castor Employment Opportunity Castor Pool Manager



The Town of Castor is seeking applications for the position of Pool Manager and Trainer. Under the general supervision of the Community Services Director the Pool Manager will supervise pool staff, and be responsible for:

- Liaise with school, community organizations and families to maintain a high level of public relations between the pool and the community.
- Prepare, promote and implement a full pool program that meets the needs of all age groups.
- Maintain records of all pool programs and operations including logbooks, statistics and staff records.
- Direct the hiring, dismissing and disciplinary matters of staff in conjunction with the Community Services Director and CAO,
- Supervise and actively train staff, while setting an example of conduct and standards of performance.
- Complete staff schedules and check, sign and submit staff time sheets for payroll.
- Ensure all pool facilities and operations are in compliance with Pool Regulations and the Alberta Public Health Act.
- Prepare and hold staff in-services bi-weekly as agreed upon with the Community Services Director.
- Ensure all pool maintenance is completed as needed by either pool or public works staff.
- Monitor all cash flow ensuring that revenues are collected, receipts issued and deposits are made in the proper manner.
- Responsible for pool purchasing in conjunction with the Community Services Director.
- Responsible for annual start-up and shut down, including any necessary maintenance and operational repairs and cleaning of complete pool facility.
- Complete staff evaluations and yearend report at the end of each pool season with the Community Services Director.
- Performs all other related duties as assigned.

The successful applicants must demonstrate ability and possess the following qualifications (not necessarily current):

Lifeguard Award
Standard First Aid

Lifesaving Instructor or higher
CPR Level C & AED Certification

Along with a demonstrated teaching and leadership ability, the successful applicants will have the ability to perform all duties in a safe manner and to maintain harmonious relationships with all members of the public and other staff members. Physical agility, the ability to complete duties requiring physical effort and a proven ability to provide excellent service to the public are required.

Complete resumes are to be submitted to the undersigned no later than 4:30pm on Friday, March 13, 2023.

Tara Jenkins, Community Services Director
Town of Castor
Phone: 403-882-3225
Email: castorrec@townofcastor.ca

The Town of Castor would like to thank all applicants for their interest, however, only those selected for an interview will be contacted.