


# TOWN OF CASTOR

## JOB OPPORTUNITY: POOL MANAGER



### CONTACT

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Assistant CAO

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### REQUIREMENTS

Current Awards:  
National Lifeguard  
Intermediate First Aid  
CPR C & AED

Lifesaving Instructor or higher

Pool Operator I would be an asset

Experience in managing a diverse team.

The ability to complete duties requiring physical effort such as lifting, standing, bending, etc.

Ability to be flexible and versatile in changing circumstances (e.g. behaviour, weather).

Strong organizational and time management skills, and to maintain concentration and alertness for extended periods is required.

Along with 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.

The Town of Castor is committed to creating an equal opportunity, inclusive environment for all employees. The Town celebrates diversity through a work culture that is team oriented and respectful of all staff.

The Town of Castor is seeking applications for the position of Pool Manager. Under the general supervision of the Community Service Director, the Pool Manager will oversee the day-to-day operations of the pool.

### KEY RESPONSIBILITIES

- Liaise with schools, community organizations and families to maintain a high level of public relations between the pool and community.
- Prepare, promote and implement a full pool program that meets the needs of all pool users.
- Maintain records of all pool programs and operations including logbooks, statistics, and staff records.
- Scheduling staff using When2Work software.
- Supervise and actively train staff, while setting an example of conduct and standards of performance.
- Ensure all pool facilities and operations are in compliance with Pool Regulations and the Alberta Public Health Act.
- Follow Health & Safety guidelines to ensure the safety of self and others at the facility.
- Prepare and hold in-services as agreed upon with the Community Service Director.
- Ensure all pool maintenance is completed as needed by either pool or Public Works staff.
- Monitor 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 Service Director.
- Responsible for annual start up and shut down, including any necessary maintenance and operational repairs and complete cleaning of the pool facility.
- Performs all other related duties as assigned.

Compensation: Based on experience and qualifications.

Hours of Work: This position will commence May 5, 2025 ending August 29, 2025 with 35-40 hours per week.

Closing Date: **4:30pm Monday February 17, 2025**

Qualified candidates are requested to submit a cover letter and detailed resume outlining their experience. The Town of Castor thanks all applicants for their interest; however, only those selected for further consideration will be contacted. The successful candidate will require a criminal record check with vulnerable sector prior to work commencing.

Applications may be returned electronically to Larissa Lindmark, Assistant CAO, at [assistantcao@townofcastor.ca](mailto:assistantcao@townofcastor.ca)