

Title: Enderby Lions Outdoor Pool Assistant Supervisor

Purpose of Position: The Assistant Pool Supervisor is responsible for supervising and administering activities at the swimming pool in order to provide quality swimming programs and services.

Scope of Position: The Assistant Pool Supervisor reports to the Pool Supervisor & Pool manager and is responsible in part for the supervision and administration of the swimming pool. This includes completing administrative duties, supervising pool staff, scheduling activities and staff, program implementation, and guarding and instructing.

Terms of Employment: Seasonal, Part Time (30hrs / week)

Salary: Subject to experience and certification.

Anticipated Start Date: May 16, 2016

Location: Enderby, British Columbia

Languages: English

Credentials:

The successful candidate will have:

- Water Safety Instructor Certificate;
- First Aid and CPR C;
- National Lifeguard Service Award (NLS);
- BCRPA Aquatic Fitness Certificate (preferred);
- LSS Instructor (preferred);
- Pool Operators 1 Certificate (preferred); and

Experience

The successful candidate will have:

- Knowledge of lifeguarding and swimming policies, practice and procedure;
- Knowledge of swimming pool administration;
- An understanding of the community; and
- Knowledge of emergency procedures, First Aid, and CPR.

Essential Skills

The successful candidate will have:

- Team leadership and management skills;
- Supervisory skills;
- Decision making skills;
- Effective verbal and listening communication skills;
- Effective public relations skills; and
- Time management skills.

Personal Attributes

The successful candidate will:

- Maintain standards of conduct;
- Be respectful;
- Be flexible;
- Demonstrate dedication to the position and to the community;
- Demonstrate sound work ethics; and
- Be consistent and fair.

Responsibilities:

- Administering pool programs to ensure that budgets and records are maintained in an accurate and timely matter. This includes: monitoring budget and spending, collecting revenue and fees, preparing monthly usage reports, and maintaining office files.
- Assisting with staff supervision to ensure that staff are qualified and performing duties in a safe and courteous manner. This includes: supervising lifeguards and swimming instructors, ensuring lifeguards and swimming instructors are completing job activities, and scheduling hours of work.
- Maintaining the facility to ensure that the swimming pool is safe and clean. This includes: taking water samples, making adjustments to chlorine levels as required, ensuring office, change rooms, and deck area are clean, and inspecting facility to ensure safety standards are met.
- Performing guarding and instructing duties. This includes: teaching swimming lessons, acting as a lifeguard, and setting up and instructing lessons for school groups.

Employer: Enderby & District Chamber of Commerce

How to Apply:

Please send resume, cover letter, and copies of all current certifications to the Enderby & District Chamber of Commerce, Attention Recreation Services Coordinator

Mail: P.O. Box 1000, Enderby, BC V0E 1V0

Fax: 250-838-0123

E-mail: recreation@enderbychamber.com

Application Deadline: March 23, 2016