



Eston & District Recreation Board
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Assistant Pool Manager – Eston Lions Pool
Deadline to apply: Wednesday March 1, 2017

The Eston & District Recreation Board is accepting applications for the Assistant Pool Manager position for the 2017 season. Please submit a cover letter and resume to Chris Keleher, Recreation Director via email to chris@eston.ca.

Detailed Job Description:

The position is located at the Eston Lions Pool will offer an average of 35 - 40 hours per week. This position will commence on June 1 and end on approximately September 1. The rate of pay will range from \$15.00 - \$20.00 per hour, depending on the experience and qualifications of the applicant.

Duties include but not limited to:

- Assist in managing staff including evaluation, weekly training sessions and training staff
- Create and maintain schedules for guards, swim lessons, public/family swim and any other programs
- Assist in the planning and execution of events such as the Eston Lions Pool Fun Day
- Handle daily admissions, fee collections and purchases of season passes at the pool
- Complete cash outs, water chemistry tests, opening and closing cleaning procedures, enforcing pool rules, administering chemicals to the pool, and completing equipment checks
- Assist with the upkeep of pool grounds and fair grounds including mowing, painting and weeding
- Handle all responsibilities of Pool Manager during his/her absence
- Complete any other tasks as requested by the Eston Lions Pool Manager and Recreation Director

Skills required for the job are:

- Excellent people skills
- Problem solving
- Organized, strong communicator and good coordination skills
- Proficient skills in Microsoft Excel spreadsheets
- Enjoy working with children
- Comfortable handling cash

Qualified applicants must have or be willing to obtain: (funding to complete training may be available)

- Bronze Cross and Bronze Medallion
- Water Safety Instructor or Lifesaving Instructor
- Red Cross Lifeguard Certification or National Lifeguard Award
- CPR "C" & Standard First Aid

Preference will be given to those applicants with

- Aquatic Emergency Care Certifications
- National Lifeguard Certificate
- Level 1 Pool Operators Course
- Minimum two years' experience within a pool setting
- Previous managerial/supervisory experience