

City of Meadow Lake

Aquatic Centre Manager

Full-time, Term Position



- Duties:**
- Plan, develop and evaluate aquatic and other facility programming to ensure the needs of the community are met
 - Supervise and train facility staff including lifeguards, cashiers, swimming instructors and recreation programmers
 - Create and monitor the budget and day-to-day cashflow of the Meadow Lake Aquatic Centre
 - Maintain mechanical and operational systems of the facility

Required Qualifications:

Education & Certifications

- High school diploma or equivalent
- Pool operator certification
- National Lifeguard certification
- Lifesaving Instructor certification
- First Aid and CPR
- Satisfactory results of a criminal record and vulnerable sector check.

Experience

- 2+ years supervisory experience
- Previous experience working in an aquatic centre

Knowledge, Skills & Abilities

- Strong problem-solving and leadership skills
- Maintains composure in stressful and/or emergency situations
- Maintains confidentiality
- Effective communication and interpersonal skills
- Strong organizational skills with a keen attention to detail
- Working knowledge of the *Saskatchewan Employment Act*
- Proficient in the use of computers and Microsoft Office 365

Character Traits

- Confident demeanor
- Decisive
- Safety focused
- Reliable
- Patient

Advanced Qualifications

(Possession of these qualifications will be considered an asset)

Education & Certifications

- Recreation and sports management or equivalent

Experience

- Basic accounting; sales, balancing floats, etc.

Knowledge, Skills & Abilities

- Budget development and program evaluation
- Long-term planning

- Hours:**
- 40 hours per week, Monday to Friday, 8:00AM – 5:00PM with some evenings and weekends as needed

- Wage:**
- Compensation is competitive and negotiable in keeping with experience, knowledge, and abilities. A comprehensive benefits package is provided.

Application Instructions:

Please submit your resume to the attention of Regan Beck, Parks and Recreation Manager including what position you are applying for. Resumes can be submitted by email to recmanager@meadowlake.ca with the job title in the subject line.

We thank all applicants for their interest, however, only candidates who are selected for an interview will be contacted.

Posting will close once a suitable pool of candidates has been collected.