



NWRSC Kin Pool Manager

20-30 hrs/ week

\$25.00-\$30.00/ hr (commensurate with experience)

Anticipated start date: April 15, 2024 (flexible)

Location: Kin Pool, Bowen Park, Nanaimo BC

Job Title: Pool Manager

Accountable to: NWRSC Board and NWRSC Executive Coordinator

The Nanaimo White Rapids Summer Swim Club is a large youth swim club and a member of the BC Summer Swimming Association (BCSSA). This family-centered youth swim club fosters social and skill development focusing on each athlete's personal best in a safe and fun community-based program. The Kin Pool in Bowen Park, Nanaimo BC is a city-owned, outdoor 6-lane, 25m pool and the official home of the Nanaimo White Rapids. The Club operates the Kin Pool in a co-management agreement with the City of Nanaimo between May 1st and September 30th. The co-management agreement includes a framework for providing public programming and swim club operations.

The Pool Manager is an integral member of the Leadership Team and works alongside the Head Coach. The Pool Manager is largely responsible for the Kin Pool facility's operation and all public programming. The Leadership Team also includes senior coaches and senior lifeguards. The Pool Manager is accountable to the NWRSC Board and must have exceptional communication and leadership skills. They must consistently show strong interpersonal skills, clear written and verbal communication, problem solving skills, and mentorship abilities. The successful candidate must also exhibit strong organizational skills and the ability to work independently in a fast-paced environment. The Pool Manager must possess an enthusiastic and positive attitude in following and demonstrating the Mission Statement of the NWRSC.

In consultation with the NWRSC Board of Director and Executive Coordinator, the Pool Manager will be responsible for laying out the season plan for all public programming as well as hiring, training, scheduling, and supervising the lifeguards and instructors for school lessons and rentals, public lessons community rentals, as well as scheduling appropriate lifeguard coverage for swim club activities. This position also involves ensuring that the facility is properly maintained and that the pool itself remains in compliance with all relevant regulations.

The Pool Manager is an hourly position, 20-30 hours per week from mid-April to end of September, with the possibility of continuing part time (5-10 hours/ week) throughout the remainder of the calendar year. Hours will fluctuate according to requirements of summer pool season.

The Pool Manager will work as a professional to fulfill all the job description obligations.

QUALIFICATIONS:

1. A minimum of 4 years' experience as a lifeguard.
2. Current National Lifeguard certificate (Lifesaving Society)- Pool Option (with valid recertification), CPR C with AED (with valid recertification), Standard First Aid (with valid recertification)
3. Prior supervisory or managerial experience
4. Working knowledge of Employment Standards Act
5. Pool Operators Level 1 (Level 2 strongly preferred)
6. Prior experience as a lifeguard supervisor
7. Competent in the technical aspects of pool maintenance
8. Knowledgeable in all relevant safety standards
9. Outstanding customer service skills
10. Excellent verbal and written communication skills and comfortable communicating with lifeguards, instructors, coaches, board members, and the public.
11. Strong computer skills including familiarity with the Microsoft Office platform and email correspondence, scheduling and adapting to new software.
12. Strong leadership and mentorship skills
13. A high degree of organization and attention to detail
14. Punctual and able to work in a fast-paced environment
15. Enthusiastic and positive attitude in upholding the philosophy of the swim club
16. A valid driver's license
17. Criminal record check, including vulnerable sector check, must be completed prior to April 2024.

ASSET SKILLS

1. Greater than 5 years' experience as a lifeguard.
2. National Lifeguarding Instructor
3. Swim for Life Instructor and Familiarity with Swim for Life lessons programming
4. Pool Operators Level 2 (RFABC Course)
5. WHMIS
6. Lifesaving Aquatic Supervisor Training/ Certification
7. Supervision Evaluation and Enhancement (SEE course)
8. Lifesaving Society Aquatic Management Training certification

Copies of Certifications will be required at interview

MAIN DUTIES

- a. Ensure Kin Pool facility is ready for opening and identify and report any deficiencies to NWRSC Board of Director, Executive Coordinator, and/or City of Nanaimo maintenance.
- b. Manage the Kin Pool facility ensuring that all aspects of operations comply with relevant regulations.
- c. Be familiar with and abide by the NWRSC Code of Conduct and Ethics.

- d. Responsible for budgeting, planning, advertisement, implementation, and collection of payments for all public programming including school lessons, school rentals, public lessons, community rentals, and lifesaving trainings.
- e. Respond to all public enquiries, including emails and telephone messages, promptly.
- f. Hold regular office hours and be available for answering phone calls, emails, and drop-in enquiries.
- g. Be responsible for hiring, training and scheduling lifeguards, lessons instructors and lifesaving trainers for all public programming and swim club activities.
- h. Train supervisors in water tests, balancing pool chemistry, backwashes, and monitor readings to ensure water quality is maintained.
- i. Supervise the lifeguards and lessons instructors and ensure that they are aware of and abide by the NWRSC Code of Conduct and Conflict of Interest policy.
- j. Act in a leadership role, model exemplary behaviours and support staff navigating challenges, to ensure a safe and productive workplace.
- k. Conduct a facility orientation for all staff including swim club coaches, employee orientations and ongoing in-service training for lifeguards and lessons instructors.
- l. Liaise with Life Saving Society and any other relevant parties for guidance regarding best practices for aquatic facilities.
- m. Submit timesheets and expense reports to club treasurer or bookkeeper promptly and before stated deadlines.
- n. Track public programming revenue and make weekly deposits.
- o. Order and maintain appropriate levels of stock for all necessary janitorial supplies, first aid supplies, safety equipment and operational equipment.
- p. Be familiar with the Co-Management Agreement and implement the items responsible for the NWRSC Pool Operations.
- q. Meet with the NWRSC Pool Operations Committee to participate as a non-voting member of that management committee.
- r. Submit a pool operations report prior to each regular board meeting and attend meetings as a non-voting member when requested to provide updates, seek guidance and answer any questions from the NWRSC Board of Directors.
- s. Liaise with the City of Nanaimo and their appointed representatives to facilitate the physical facility operations of the Bowen Park Kin Pool, implement the Co-Management Agreement and maximize the benefits from a good relationship between the Co-management parties.
- t. Create and maintain facility and staff records in accordance with regulations, and standards of practice for aquatic facilities and update these as needed
- u. Create reports for routine operational issues, incidents and issues requested by the Pool Operations Committee and/or the City of Nanaimo.
- v. Assist in creating, implementing and reporting on the annual Pool Operations Budget.
- w. Maintain the focus on safe, effective operations of the Bowen Park Kin Pool.
- x. Liaise with the NWRSC Coaching Staff as needed to ensure safe, productive and effective operations.

The Pool Manager has the authority to:

- a) Make decisions regarding Kin Pool facility closures in the event of staffing issues, inclement weather, pool chemistry problems, and/or any other circumstances that impact the ability to safely operate.

- b) Hire lifeguards, learn-to swim and lifesaving instructors in accordance with pre-approved plan and budget, with oversight from NWRSC Board of Directors.
- c) Supervise and manage lifeguards and lesson instructors, including supporting staff in navigating challenging situations and addressing inappropriate conduct.
- d) Implement directives from the Board of Directors.
- e) Purchase facility supplies and equipment within the agreed upon budget.
- f) Communicate on behalf of the Pool Operations Committee as needed and when appropriate.

HOURS OF WORK:

The position of Pool Manager is an hourly position with 20-30 hours/ week. Weekly hours will fluctuate to accommodate the needs of the NWRSC season plan and will include some weekends and evenings.

RATE OF PAY:

The starting wage for this position is 25\$/hour. Hourly rates will be scaled to reflect previous experience and expertise; rates will be discussed with each applicant following the interview process.

HOW TO APPLY:

Applicants are asked to send their resume and cover letter to: hiringcommittee@nwrsc.ca