

<b>POSITION</b>	Assistant Manager
<b>DEPARTMENT</b>	Administration



### **SUMMARY:**

This position requires full-time work (average 38 hours per week) and a flexible schedule, including early morning, late night and weekend shifts. The Assistant Manager reports directly to the Facility Manager. The Programmer is responsible for the design, development, delivery and staffing of all aquatic and recreation programming at the facility, and participates on various committees. The Programmer also acts as an assistant to the Facility Manager, and whenever the Facility Manager is absent, the Programmer performs the Facility Manager's duties.

### **DUTIES AND RESPONSIBILITIES:**

- Coordinates program delivery, including facility bookings, staff scheduling, and the requisition and assembly of supplies and equipment for programs.
- Hires, trains and maintains qualified program staff, contractors and volunteers.
- Creates, distributes and manages the facility's staff schedule.
- Prepares information/content for educational and promotional material (recreation guides, flyers, posters and press releases).
- Plans and implements staff training sessions on lifeguarding, instructing, climbing wall, courts, facility maintenance, and workplace safety.
- Assists in the creation of program-related budgets (staffing, equipment, supplies and training), and manages these budgets throughout the year.
- Prepares correspondence, reports and other related material (monthly and quarterly programming summaries, etc.) as requested by the Facility Manager.
- Performs Shift Supervising duties as required.
- Coordinates the research and compilation of relevant statistics on demographics, public interest, programs, events, and recreation challenges to create a programming information database.
- Attends community meetings on aquatic and recreation programs, special events and services to ensure coordination of activities.
- Maintains records and files for programs, inventories, advertising, etc.
- Attends training sessions and courses as required.
- Completes additional tasks as assigned by the Facility Manager.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the philosophy and objectives of community recreation.
- Ability to train and manage the facility's Shift Supervisors, Lifeguards, Instructors and recreation staff, providing positive and productive feedback to ensure their success.
- Ability to plan, schedule and coordinate programs and activities.
- Ability to teach swimming lessons, as well as a variety of recreation programs.
- Ability to perform water rescues and administer first aid.
- Knowledge of the policies and procedures of the Bulkley Valley Pool and Recreation Centre.

- Knowledge of pool chemistry, filtration, disinfection and heating systems, in order to troubleshoot the facility's physical plant, filtration system and the chemical monitoring & delivery systems.
- Excellent written and verbal communication skills.
- Ability to maintain records.
- Familiarity with the Health Act and industry recommendations for swimming pools.
- Familiarity with WHMIS.

### **QUALIFICATIONS:**

#### **Required:**

1. Successful completion of a post-secondary program in recreation or other relevant education
2. 2 years experience as a lifeguard / swimming instructor
3. Previous relevant supervisory experience in the recreation field
4. Current National Lifeguard Service Award (Pool Option)
5. Current Red Cross Water Safety Instructor
6. Current Lifesaving Instructor Award
7. Current Standard First Aid certificate or equivalent, including CPR-C

#### **Desirable:**

1. BCRPA Pool Operators Level I and II (or equivalent)
2. One or more of the following:
  - a. BCRPA AquaFit Module
  - b. NLS Instructor
  - c. Water Safety Instructor Trainer
  - d. Lifesaving Instructor Trainer
  - e. First Aid and CPR Instructor

### **ACCEPTING EMPLOYEE:**

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	