



## **JOB POSTING**

February 5, 2025

POSITION TITLE: **POOL SUPERVISOR – SEASONAL POSITION**

**\*\*\* This is a unionized position within the scope of a Collective Agreement between CUPE Local No. 2714 and the Town of Maple Creek. \*\*\***

### QUALIFICATIONS:

- Eighteen years of age or older
- Graduate of secondary school
- Lifesaving Society National Lifeguard – Pool certification
- Aquatic Emergency Care certification (CPR C/AED/Standard First Aid)
- Current SHA Swimming Pool Operating Course Level 1 certification
- Lifesaving Society Swim for Life Instructor certification
- Lifesaving Society Lifesaving Instructor certification
- Other certifications as required
- Minimum of four years lifeguard and aquatic instructor experience

### DUTIES:

Reporting to the Chief Administrative Officer, the Pool Supervisor is responsible for staff supervision and evaluation and staff training/orientation. The incumbent coordinates the implementation, instruction and delivery of all aquatic programs and special events at the Maple Creek Community Swimming Pool. The incumbent is responsible for ensuring all work is carried out in accordance with recognized best practices and in full compliance with established legislative and local requirements and obligations.

### HOURS OF WORK:

40 hours per week using a flexible schedule. Pool staff shall work flexible hours of work which may exceed eight (8) hours per day or forty (40) hours per week but shall not exceed the total number of working hours in any given month based on eight (8) hours per day without receiving overtime.

LOCATION: The Maple Creek Community Swimming Pool (710 Dawson Street)

RATE OF PAY: \$22.79 per hour in 2025 (as included within the current Collective Agreement)

WORK DATE RANGE: May 12, 2025 to September 8, 2025

POSTING CLOSES: February 26, 2025 at 4:00pm local time

**\*\*\* A detailed Job Description can be found on the Town of Maple Creek website ([www.maplecreek.ca](http://www.maplecreek.ca) – Town Government – Employment tab) \*\*\***

Submit applications to:

Town of Maple Creek

Box 428

Maple Creek, SK

S0N 1N0

Attn: Danielle Willie, Executive Assistant or email [ea@maplecreek.ca](mailto:ea@maplecreek.ca)

The Town of Maple Creek thanks all applicants for their interest, however, only those chosen for an interview will be contacted.



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Job Description**

<b>Job Title</b>	Pool Supervisor
<b>Reports To</b>	Chief Administrative Officer
<b>Job Status</b>	In-scope

**Position Overview**

Reporting to the Chief Administrative Officer, the Pool Supervisor is responsible for staff supervision and evaluation and staff training/orientation. The incumbent coordinates the implementation, instruction and delivery of all aquatic programs and special events at the Maple Creek Community Swimming Pool. The incumbent is responsible for ensuring all work is carried out in accordance with recognized best practices and in full compliance with established legislative and local requirements and obligations.

*\*The individual filling this position is expected to be acquainted with the job expectations for the Pool Assistant Supervisor and the Lifeguard/Instructors, as he or she may perform the duties associated with these positions as required, in addition to the duties specific to the Pool Supervisor position.*

**Key Accountabilities and Duties**

- Ensures all applicable Town of Maple Creek policies, including but not limited to recruitment and purchasing policies, are adhered to at all times, and that all expenditures are included within the approved facility budget.
- Ensures all facility staff are thoroughly oriented to the contents of the Safety Plan.
- Works alongside the Deputy Chief Administrative Officer to develop the necessary facility rate structure for adoption by Council prior to the end of April 2025.
- Ensures appropriate cash control systems for use within the facility are approved by the Deputy Chief Administrative Officer in advance of the facility opening.
- Ensures all legislative requirements applicable to municipal swimming pool operations are adhered to at all times, including required reporting.
- Ensures statistical information regarding swimming pool/program patronage is collected and provides a monthly operating report to the Chief Administrative Officer.
- Ensures the recruitment of required 2025 season swimming pool staff is completed prior to the end of March 2025.
- Ensures the facility's program schedule, program registration efforts and corresponding staffing schedule are prepared in advance of the facility opening.
- Ensures all operational procedures conducive to effective and compliant swimming pool administration and operation are developed and provided to the Chief Administrative Officer prior to the opening of the swimming pool for the 2025 operating season.
- Ensures all required equipment, including program equipment, maintenance/janitorial equipment and office equipment is purchased and on-site in advance of the opening of the facility, and ensures all equipment is maintained/operated in accordance with manufacturer's recommendations.



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- Ensures the facility is fully and properly closed at the end of the operating season, and that the facility and all equipment is properly prepared for end-of-season shutdown.
- Works closely with the Chief Administrative Officer to prepare key marketing messages in support of Council's objectives.
- Perform other related duties as required.

The duties listed are not intended to limit the scope of work assignments and should not be considered an exhaustive list of all duties typically performed under this job title. Other duties and responsibilities may be assigned to this role from time to time.

**Qualifications**

***Experience and Education Requirements***

- Eighteen years of age or older
- Graduate of secondary school
- Lifesaving Society National Lifeguard – Pool certification
- Aquatic Emergency Care certification (CPR C/AED/Standard First Aid)
- Current SHA Swimming Pool Operating Course Level 1 certification
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***Knowledge, Skills, and Abilities***

- Thorough knowledge of current aquatic operations and programs
- Ability to work independently and responsibly
- Must possess excellent communication and public relations skills
- Excellent attention to detail and accuracy in processing transactions
- Ability to meet deadlines and manage multiple priorities in a fast-paced environment
- Effective communication and interpersonal skills for interacting with staff, vendors and the public

**Competencies**

***Quality:***

- Attention to detail in maintaining records and ensuring compliance with legislative and municipal obligations

***Service:***

- Responsive to requests from vendors, staff, and management

***Communication:***

- Effectively communicates with internal departments, vendors and the public
- Able to information clearly and professionally



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***Efficiency:***

- Manages multiple tasks, ensuring timely and efficient completion of processes
- Uses time and resources effectively to meet deadlines, particularly during month-end/year end processes

***Adaptability:***

- Shows flexibility in adjusting to changing priorities and demands

***Confidentiality:***

- Maintains discretion in handling sensitive information and respects privacy
- Adheres to data protection regulations and organizational policies regarding confidentiality

**Working Conditions**

The Pool Supervisor works primarily in an outdoor setting, with extended lengths of time working in an aquatic environment. The Town of Maple Creek is a fast-paced environment, and this role requires adaptability, consistency, and maintenance of confidentiality of operations.

Hours of work are in accordance with the CUPE/Town of Maple Creek Collective Agreement.

This position is subject to pressures and challenges caused by the demand for services and the demand for production of quick, accurate and precise information.