



Competition No.: 2019-06 Hours of work: Up to a maximum of 40 hours  
Close Date: February 15, 2019 at 4:00 p.m. Remuneration: Up to \$20.00 per hour  
Department: Culture, Recreation and Green Transportation  
Duration: May 6 to September 7, 2019

## Pool Supervisor

### Description:

Under the direction of the Program Coordinator, this supervisory position is responsible for the day-to-day provision of an acceptable level of public safety for pool patrons; staff supervision and management; implementation of the Red Cross Swim Program; and facility upkeep.

Core Competencies applicable to all positions within the City of Selkirk
<ul style="list-style-type: none"><li>• Citizen and Public Focus</li><li>• Communication</li><li>• Teamwork and Ambassadorship</li><li>• Integrity and Trust</li><li>• Ethics and Values</li><li>• Strategic Results Orientated</li><li>• Decision Making and Judgment</li></ul>



### Job Duties

- Oversee the selection and assignment of all pool personnel.
- Assist in the planning and organizing of swim programs and scheduling of activities for pool use.
- Develop and conduct in-service training programs for the staff assigned to the pool.
- Maintain and update standard operating and emergency procedures.
- Report, record and advise the Program Coordinator of any and all problems or concerns of staff or public.
- Ensure the enforcement of rules and regulations of the pool.
- Provide excellent customer service to patrons at the pool.
- Responsible for overseeing and balancing the daily deposit from Pool entry fees.
- Ensure the upkeep of all records of attendance, accident reports, First Aid treatments, maintenance, and any others as set out in Provincial Legislation and in the City of Selkirk Park Pool Policy & Procedure Manual.
- Prepare and maintain a bi-weekly rotation, scheduling and payroll records of staff.
- Assign, supervise and assist in pool maintenance and cleanliness of the pool and surrounding area including skimming, sweeping, vacuuming and picking of garbage.
- Ensure the maintenance and review of the Selkirk Park Pool Policy & Procedure Manual.
- Evaluate performance of staff members.
- Provide a final report of the Pool Season.
- Perform other related duties as requested by the Program Coordinator.

**Required Education and Training:**

- Minimum 16 years of age
- Current Cardiopulmonary Resuscitation Certificate of C-Level or higher, in accordance with the standards set by the International Liaison Committee of Resuscitation
- Current one of the following:
  - St. John Ambulance Standard First Aid Certificate
  - Red Cross Standard First Aid Certificate
  - Lifesaving Society Aquatic Emergency Care Certificate
  - Lifesaving Society Standard First Aid Certificate
  - Criti Care Inc. Standard First Aid Certificate
  - Safety Services Manitoba Standard First Aid Certificate
  - Heart Beat Inc. Manitoba Standard First Aid Certificate
- Current on of the following:
  - Lifesaving Society National Lifeguard Service Award
  - Canadian Red Cross Pool Lifeguard Certificate
- 3 (three) years experience lifeguarding
- Clear current Child Abuse Registry
- Clear current Criminal Reference Check
- Must be physically able to perform all the laboring aspects or other duties associated with the position

**Comments:**

This is a casual position excluded from the Collective Agreement and is open to all applicants. This position will involve evening and weekend shifts. Applications will be accepted until Friday, February 15, 2019. Interested individuals are to specify position being applied for and direct their application to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6  
FAX #: 1-204-482-5448                      Email: [jobs@cityofselkirk.com](mailto:jobs@cityofselkirk.com)

Applicants should attach copies of the above minimum requirements with their application. Thank you to all who apply, however, only those candidates selected for an interview will be contacted.