



Armstrong - Spallumcheen Parks & Recreation Commission  
 P.O. Box 88, 3351 Park Drive, Armstrong, B.C. V0E 1B0  
 Office (250) 546-9456, Fax (250) 546-9434

Posted: January 31, 2025

**ARMSTRONG SPALLUMCHEEN POOL  
 CASUAL SEASONAL JOB POSTING**

<u>POSITION</u>	<u>MONTHS</u>	<u>HOURLY RATE</u>
Seasonal Community Programmer/Sales Coordinator	Casual hours will fluctuate with business activities	\$26.00 +18% in lieu (Rate under review)

Armstrong Spallumcheen Parks and Recreation Commission have an exciting opportunity for a supervisory position for a seasonal Community Programmer/Sales Coordinator at the Armstrong Spallumcheen Pool. This position is central to providing the Armstrong Spallumcheen Pool programs to the community and region as well as communicating with all customers, guests and visitor contacts regarding inquiries and information with respect to the Armstrong Spallumcheen Pool facilities. This position provides support to the Supervisor of the Armstrong Spallumcheen Pool.

**SCOPE:**

Reporting to the Armstrong Spallumcheen Pool Supervisor, the Seasonal Community Programmer/Sales Coordinator provides support for the Armstrong Spallumcheen Pool programming planning and execution of the guides, calendar of events, and brochures. This position provides support to the Supervisor including assisting with bookings, contracts, and payments related to the operation of the pool. As a member of the facility team the position provides cooperative assistance and strong customer service excellence within all areas of the seasonal pool operation as required by the Armstrong Spallumcheen Pool Supervisor.

**RESPONSIBILITIES:**

- Provide support to the Supervisor in all aspects of the pool operation including supervision of the employees of the pool as directed.
- Coordinate, create, administer and communicate service information (guides, calendars of events, brochures) through various means.
- Administer bookings, contracts, and payments through basic accounting, word processing, ACTIVENet, with financial assistance to the Supervisor.
- Provide ongoing organizational support to various activities, courses and programs hosted by the Armstrong Spallumcheen pool.
- Show initiative by recommending new aquatic activities, courses and / or programs to the Supervisor.
- Work independently and interdependently in fulfilling the responsibilities of the position.
- Pool Supervision, oversight with potential lifeguard requirements as needed based on certification.
- Backup course instruction for Water Safety Instruction courses as certified, if required.
- Any other duties assigned by the Armstrong Spallumcheen Pool Supervisor in relation to the pool programming and operation.

**EXPERIENCE AND EDUCATION:**

- Excellent oral and written communication skills.
- Must be able to handle confidential and sensitive information with discretion and tact.
- Must be professional, organized, articulate and punctual.
- Must work well under pressure and pay particular attention to detail.
- Ability to work a flexible schedule.
- Strong supervisory experience, preferably in a pool setting; previous experience at the Armstrong Spallumcheen Pool in a supervisory role is considered an asset.
- Strong word and data processing through Microsoft Suite (Word, excel, PowerPoint, Outlook, etc.)
- National Lifeguard Certification (Pool Option).
- Lifesaving Water Safety Instructor Certification (all levels excluding advanced aquatics).
- Pool Operators Level 2 (preferred).
- Standard first aid with CPR C is required.
- Criminal background check is required.
- Water Safety Instruction courses, as required by the Supervisor (all levels with advanced only preferred and not mandatory).
- Fitness Training (Aquatic Fitness Programs) considered an asset.
- Instructor / Examiner certifications considered an asset.
- NCCP Certification (Level 1 & 2) – Aquatics considered an asset.
- Advanced Aquatics considered an asset.

This is a Casual Seasonal on call position that is included in the Armstrong Spallumcheen Parks and Recreation Commission Canadian Union of Public Employees, Local 2709 bargaining unit. Hours required will be related to the operation of the seasonal pool. If you are interested in this position and becoming part of the Armstrong Spallumcheen Parks and Recreation Commission team please submit your application package (cover letter & resume), in confidence, via email to [larsl@asprd.com](mailto:larsl@asprd.com) no later than **4:00 pm Monday, April 7th, 2025** to the attention of:

Lars Larsen  
General Manager  
**Armstrong - Spallumcheen Parks & Recreation Commission**

*\*Interviews/ hiring will take place concurrently with the position being filled as soon as possible. We thank all applicants for their interest, however, only those selected for an interview will be contacted.*

<b>POSTING LOCATIONS *Fax or Email</b>	
Parks and Recreation Administration Office	Staff Room Bulletin Board
	Public Bulletin Board
	Township of Spallumcheen Website
	City of Armstrong Website
	Secretary of Union *