



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: March 18, 2025

**ARMSTRONG SPALLUMCHEEN POOL
 CASUAL SEASONAL SUPERVISORY JOB POSTING**

<u>POSITION</u>	<u>MONTHS</u>	<u>HOURLY RATE</u>
Seasonal Community - Pool Supervisor	Casual hours will fluctuate with business activities	\$28.00 + 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 Parks and Recreation General Manager for the supervision and management of the Armstrong Spallumcheen Pool.

SCOPE:

Reporting to the General Manager, the Seasonal Community Programmer Supervisor for the Armstrong Spallumcheen Pool provides Armstrong Spallumcheen Outdoor Pool programming, planning, management and execution of the guides, calendar of events, and brochures. This position provides oversight and administers bookings, contracts, and payments related to the operation of the pool. This is a supervisory position for other staff related to the seasonal pool operation. As the main Supervisor of the facility team the position provides cooperative assistance and strong customer service excellence within all areas of the seasonal pool operation.

RESPONSIBILITIES:

- Provide the overall supervisory and management of the pool reporting directly to the General Manager.
- 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 oversight to the operation.
- Provide ongoing organizational support to various activities, courses and programs hosted by the Armstrong Spallumcheen Pool.
- Show initiative by recommending new aquatics activities, courses and/ or programs for the pool operation to the General Manager.
- Work independently and interdependently in fulfilling the responsibilities of the position.
- Pool Supervision, oversight with potential lifeguard requirements as needed.
- Backup course instruction for all levels including advanced aquatic courses, if required.
- Any other duties assigned by the General Manager 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.
- Minimum Two (2) years of seasonal pool operation and management; previous experience at the Armstrong Spallumcheen Pool or another pool environment, in a supervisory role with strong leadership skills.
- 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).
- Pool Operators Level 2 (preferred).
- Standard first aid with CPR C is required.
- Criminal background check is required.
- Fitness Training (Aquatic Fitness Programs) considered an asset.
- Instructor / Examiner certifications considered an asset.
- NCCP Certification (Level 1 & 2) – 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 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.*

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