



Town of Maple Creek Job Description

Job Title	Pool Assistant Supervisor
Reports To	Pool Supervisor
Job Status	In-scope

Position Overview

Reporting to the Pool Supervisor, the Pool Assistant Supervisor is responsible for assisting the Pool Supervisor in staff supervision and evaluation and staff training/orientation. The incumbent also assists the Pool Supervisor in coordinating 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 incumbent assumes the role of Acting Pool Supervisor in the Pool Supervisor's absence.

**The individual filling this position is expected to be acquainted with the job expectations for the Pool 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 Assistant Supervisor position.*

Key Accountabilities and Duties

- Carries out, as needed, all duties as described in the Lifeguard/Instructor job description.
- Assists the Pool Supervisor with scheduling and oversight of Lifeguard/Instructors and the aquatic programs.
- Assists with training of Lifeguard/Instructors and ensures all tasks undertaken by the Lifeguard/Instructors are done safely and in full compliance with approved operating procedures and applicable legislation.
- Maintains harmonious relations with staff, vendors and patrons at all times.
- Assists in ensuring all applicable Town of Maple Creek policies, including but not limited to purchasing and cash control systems, are adhered to at all times, and that all expenditures are consistent with those included within the approved facility budget.
- Assists in ensuring all facility staff are thoroughly oriented to the contents of the Safety Plan.
- Assists in ensuring statistical information regarding swimming pool/program patronage is collected and properly recorded.
- Assists in ensuring 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.
- 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.
- Perform other related duties as assigned and as required.



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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
- 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

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

Efficiency:

- Manages multiple tasks, ensuring timely and efficient completion of processes



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- 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 Assistant 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.