**NANAIMO, BOWEN PARK**

**KIN OUTDOOR POOL**

**Pool Manager:**

**Job Posting Date: Friday November 21 , 2014  
Job closing Date: Friday December 5, 2014**

1. This position reports to the Nanaimo White Rapids Swim Club ( NWRSC ) Pool Operations Committee.
2. The term of the position is **Jan 1 – Dec 31**
   1. The full time work is expected **May 1st to August 31st**
   2. The part-time distance work is **September – April**
3. The location of the full time work is the Bowen Park Kin Pool.
4. The salary for this position is **$13,000.00** per year – with bonus opportunities
5. The Manager/Supervisor will undertake the following duties:
   1. Manage the physical plant operations, maintenance, staff training and scheduling during the period of the Co-Management Agreement during the summer season.
   2. Be familiar with the Co-Management Agreement and implement the items that are the responsibility of the NWRSC Pool Operations.
   3. Meet with the NWRSC Pool Operations Committee to participate as an ex-officio, non-voting member of that management committee.
   4. Ensure that the Bowen Park Kin Pool is compliant with the statutory regulations in place (currently the Swimming Pool and Stray Pool Health Act)
   5. Ensure that the Bowen Park Kin Pool is compliant with the facilities operational insurance contract.
   6. Liaise with the City of Nanaimo and their appointed representatives to facilitate the physical plant operations of the Bowen Park Kin Pool, and maximize the benefits from a good relationship between the Co-Management parties.
   7. Create and maintain facility and staff records in accordance with regulations, and standards of practice for aquatic facilities.
   8. Create reports for routine operational issues, incidents and issues requested by the Pool Operations Committee and/or the City of Nanaimo.
   9. Effectively transfer staff scheduling, income and expense issues to the appointed bookkeeper as required to maintain payroll and current account payments.
   10. Assist in creating, implementing and reporting on the annual Bowen Park Kin Pool Budget.
   11. Maintaining janitorial supplies, safety equipment and operational equipment in good order and placement.
   12. Maintain the focus on safe, effective operations of the Bowen Park Kin Pool.
   13. Liaise with the NWRSC Coaching Staff as needed to ensure safe and effective operations.
   14. Create and maintain scheduling and booking processes for the facility.
       1. Some of this task will be undertaken during the non-operational season of September- April each year. as negotiated or contracted to others, by the manager and the pool operations committee Management and implementation of user group and rental contracts
       2. Participating in the facility rental program to determine the rates, contract content, collecting the payments and reporting as needed.
       3. Create and manage the school and community lesson programs.
       4. Will act in the capacity of a lifeguard and instructor in addition to the manager/supervisory duties as needed. The management and supervisory duties are part but not all of duties of this position.

The Facility Manager/Supervisor has the authority to:

* Communicate information about staffing issues to staff as per decisions and discussions with the Pool Operations Committee to make decisions about opening and closing the facility
* ensure the facility is safe at all times
* authorize purchase of facility supplies and equipment within the agreed budget
* alter and adjust contract use contract and conditions as needed to maintain safe and effective facility operations.

- Communicate on behalf of the Pool Operations Committee when appropriate

All applicants should email a covering letter and resume to Russ Der, at [nanaimowhiterapids@gmail.com](mailto:nanaimowhiterapids@gmail.com).

The closing date for applications is **Friday December 5, 2014**