

Full Time Aquatic Centre Coordinator

The City of Meadow Lake, a very new City of approximately 7,000 residences located in Northwest Saskatchewan, is accepting applications for the position of Full Time Aquatic Centre Coordinator.

Position

The City of Meadow Lake Aquatic Centre operates a year round indoor Swimming Pool. The Coordinator reports directly to the Parks & Recreation Manager. The responsibilities include, Management of pool operation including scheduling and supervision of part time and full time Aquatic Centre staff. A comprehensive job description is in the process of development.

The successful candidate will have demonstrated effective leadership, management and interpersonal skills with ability to use tact; diplomacy and mature judgement. Be able to work effectively with mostly young adults. The candidate must have the ability to prioritize and organize work assignments for self and staff, provide effective supervision; delegate authority and responsibility; schedule programs on short and long term basis and be able to operate chlorination equipment.

Qualifications / Requirements:

- Minimum Grade 12
- Valid Class 5 Driver's License
- Clear Criminal Record
- 1st Aid / CPR-C
- Excellent organization & interpersonal skills.
- Computer knowledge of Microsoft Office (Word, Excel, Outlook, etc).
- Ability to work with young employees.
- Ability to work in a team environment.
- Ability to work independently with little supervision.
- A minimum of 2 years lifeguarding / instructing experience would be considered an asset.
- A minimum of two years supervisory experience would be considered an asset.
- Basic understanding or ability to learn pool monitoring & mechanical system.

Ability to Obtain:

- Pool Operator Certificate
- Aquatic Supervising Training (AST)
- Aquatic Management Training (AMT)
- Bronze Cross
- National Lifeguard Services Award (NLS)
- Life Saving Instructor (LSI)
- Instructor Levels for all required guarding/instructor courses, Life Saving Instructor Trainer (LSIT)

Application

Apply in confidence by resume, including copies of the above certificates. Only those candidates selected for an interview will be contacted.

Closing Date: Friday, October 14, 2011 @ 4pm

Send Applications to:

City Manager, Bruno Kossman
City of Meadow Lake
Box 610, 120 – 1st Street East
Meadow Lake, SK S9X 1Y5
Fax (306) 236-4299
Email: citymanager@meadowlake.ca