

Young Swimming Pool

Please send resumes to youngparksandrec@gmail.com

**Text or Call Chyanne Schaan at
(306)917-7113 with any questions**

All applications MUST include proof of certification

OR proof of enrollment.

DEADLINE FOR APPLICATIONS IS

March 31st, 2026

POOL ADMINISTRATOR/ MANAGER:

Start Date: May 15th 2026 - August 31st 2026 (Negotiable)

Job Description:

- Communicate with YSP Board and Office Admin personal
- Daily Operations & Safety:
 - o Oversee day-to-day operations
 - o Ensure the facility is safe, clean, and operating according to health and safety regulations
 - o Implement and follow emergency procedures and safety plans
- Staff Leadership
 - o Schedule, and supervise lifeguards and aquatic staff
 - o Ensure staff certifications are current
 - o Provide guidance, support, and direction to staff during daily operations
 - o Step in to assist with coverage when staffing shortages occur
- Water Quality & Chemicals
 - o Oversee pool water testing and chemical levels
 - o Ensure chemicals are handled, stored, and documented safely (WHMIS compliant)
 - o Train Senior Lifeguards on proper testing and chemical adjustments
 - o Maintain water quality records as required by health inspectors
- Facility & Equipment
 - o Coordinate routine maintenance and minor repairs
 - o Report major repairs or equipment issues to the Parks & Recreation Committee
 - o Monitor and restock pool supplies and equipment
- Administration & Scheduling
 - o Prepare staff schedules and manage shift changes
 - o Track staff hours and submit payroll information
 - o Prepare lesson schedule, organize lesson registration and payments
 - o Maintain records including incident reports, water tests, and inspections
 - o Assist with ordering supplies
- Community & Communication
 - o Support community events, lessons, and programs held at the pool
 - o Promote respectful use of the facility by patrons

Qualification:

- National Lifeguarding Award
- First Aid CPR-C and AED
- Lifesaving Society Instructor Certification (Optional, but Preferred)
- Pool Operators Certification