

# Employment Bulletin (External)



North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the city's 250 full and part-time employees. Its relative size allows for a flexible municipal government that gets rid of the red tape for a fast, friendly business development. We are currently inviting applications for a:

## Aquatics Manager

Full-Time - Out of Scope

Under the direction of the CUplex General Manager, the Aquatics Manager will oversee day-to-day Aquatics operations and is responsible for the implementation of aquatic programs and services in a safe and efficient facility, through the coordination of required human and physical resources. The Aquatic Manager is a member of the City's Full Leadership Team. The Aquatics Manager is responsible for ensuring the development, promotion, implementation and evaluation of programs and services, including leisure, fitness, aquatic, sport, and lifestyle-related programs at the Battlefords CO-OP Aquatic Centre.

The Aquatics Manager will directly manage all Lifeguards & Instructor staff and assist the CUplex General Manager in the management of all Aquatic Centre staff including Customer Service Representatives, Facility Attendants and Aquatic Operators.

### Qualifications

- Post-secondary education diploma/degree in Recreation/Business Management, Kinesiology, Sport Management, or related experience
- Minimum of 3 years of work experience in an aquatic setting in a leadership role.
- Minimum SFL (Swim-For-Life, Lifesaving Society Instructor) or Red Cross Water Safety Instructor or YMCA Instructors> willingness to attain advanced certification under the Lifesaving Society is required.
- National Lifeguard Service (NLS) certification or Red Cross Lifeguard
- A willingness to certify as a Bronze and National Lifeguard Examiner
- Staff Supervision and Customer Service experience
- Proficient with a high degree of accuracy with Microsoft Office Suite Software.
- Satisfactory and current Criminal Records Check (CRC) with vulnerable sector.
- Valid Class 5 drivers' license and acceptable drivers' abstract.

### Duties and Responsibilities

- Effectively hires, trains, supervises, and evaluates assigned staff in program area. Takes corrective action with staff, as appropriate. Reviews and approves employee timesheets and oversees jointly with the GM, the scheduling of staff.
- Evaluate lifeguarding services and program quality to ensure that a high standard is achieved and is delivered consistently.
- Manages and supervises the Aquatic program area for the delivery of a wide variety of year-round Aquatic recreational opportunities for people of all ages and abilities.
- Ensures the development, promotion, implementation, and evaluation of programs and lifeguarding services, including leisure, fitness, aquatics, sports, and lifestyle-related programs and services at the Battlefords CO-OP Aquatic Centre.
- Handles public inquiries and complaints relating to programming or lifesaving services.
- Develops and reviews operational procedures as required for the safe and efficient operation of the Battlefords CO-OP Aquatic Centre.
- Provides input in the preparation and monitoring of annual operating expenditures and revenues.

To see the Comprehensive Job Description please contact HR at [hr@cityofnb.ca](mailto:hr@cityofnb.ca)

**Competition Number:** AM001

**Rate of Pay:** \$76,143 - \$94,888 – 2022 Out of Scope Salary  
Comprehensive Group Benefits and Municipal Employee Pension Plan

**Hours of Work:** 40 Hours a week

**Posting Closing date:** When suitable candidate is found.

### Contact Information

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to email:

[hr@cityofnb.ca](mailto:hr@cityofnb.ca)

City of North Battleford  
1291 101<sup>st</sup> Street  
P.O. Box 460  
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700  
Fax: 306 445-0411

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

Please note: Priority will be given to internal applicants

[www.cityofnb.ca](http://www.cityofnb.ca)

