



## JOB POSTING

Rec/Aquatic Manager, Community Services Department

Date: June 22, 2018 Expires: July 9<sup>th</sup>, 2018

<b>City of Melfort</b>	<b>Location:</b> Melfort, SK
<b>Department:</b> Community Services	<b>Reports to:</b> Facility Manager
<b>Status:</b> Full Time	<b>Start Date:</b> July 23, 2018
<b>Wage:</b> Commensurate with Experience	

The City of Melfort is currently seeking a Rec/Aquatics Manager! Our Community Services team is different from most other teams out there..... Our group is a team on a mission. We are building a team that will align with our new brand marketing “**Play Melfort.**” We strive to be insanely awesome in all that we do. We provide great service, excellent working conditions and coaching/mentoring for our team members. We hope that you have precisely what we need – so that we can take this ad down immediately and have you join our team. This is an entry level management position within the City of Melfort, and will offer a great opportunity for the right individual to advance their career..... and work in a great city.

### **JOB RESPONSIBILITY:**

Reporting to the Facility Operations Manager/Director of Community Services, responsibilities and essential job functions include, but are not limited to, the following:

- Select, and lead the lifeguard, instructors and office team in all operational activities as it relates to the Northern Lights Palace Pool;
- Coordinate, administrate and implement all aquatic/playground/NLP facility programming activities;
- Grant writing, coordinating for all city facilities.
- Ability to take direction;
- Promote and lead a team on customer service for our user groups;
- Adhering to cleaning schedules, pool maintenance & safety measures;
- Assisting in inventory of all facility products as needed.

### **SKILLS ABILITIES AND QUALIFICATIONS**

- Must be detail oriented and have the ability to prioritize, organize and multi-task;
- Have excellent interpersonal skills and possess the ability to resolve problems in customer service and satisfaction;
- Creative and innovative to develop programs and ideas; and
- **Thoughtfulness and Organization:** We need you to be able to work independently and be organized. **We want someone who is eager to learn and grow in their position.**

Please contact the City of Melfort if you would like a copy of the job description. Only applicants receiving an interview will be contacted.

Submit applications by **4:30 pm, July 9<sup>th</sup>, 2018** to:

Ryan Danberg, Director of Community Services  
City of Melfort

Box 2230, Melfort, SK S0E 1A0

[r.danberg@melfort.ca](mailto:r.danberg@melfort.ca)

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