



**November 25, 2022**  
**Employment Opportunity**

**Pool Supervisor / Recreation Coordinator**

The Village of Stirling is currently looking for an individual for a part-time (16 Hours per week) position to work as the Pool Supervisor/Recreation Coordinator. The successful candidate will be required to work a flexible schedule with more hours worked over the spring/summer and less over the fall/winter to balance at 832 hours annually.

The successful candidate will be responsible for the following duties:

• **Pool Supervisory Duties**

- Report to the Director of Operations on the operation of the pool and concession.
- Ensure they are in possession of a valid food handling certificate.
- Provide oversight and scheduling for pool staff including lifeguards.
- Ensure compliance with all Health Regulations in relation to pool and concession operation.
- Provide mentorship and training to all staff responsible for front end and concession operations.
- Ensure adherence to the Village financial processes/policies and provide all deposits to Administration.
- Coordinate events to be hosted at the pool.

• **Recreation Coordinator Duties:**

- Work with Community Groups/Associations to build connections with recreation organizations/leagues.
- Collaborate with existing recreation organizations/leagues to enable Stirling to have participation within said organizations/leagues.
- Coordinate scheduling of fields/resources to be used by recreational groups and ensure a state of readiness is maintained with the Operations Department
- Provide feedback on ways the Village might move forward to assist in supporting recreation organizations/leagues.

Preference will be given to those candidates who demonstrate they can meet the following competencies:

- Clear communication skills both written and verbal
- Ability to foster and develop relationships
- Advanced technical skills
- Ability to meet project timelines
- Ability to work in a dynamic environment
- Advanced skills with Microsoft Office products
- General to Advanced skills with Muniware
- Understanding of cash handling procedures
- Understanding of FOIP and Municipal Administration
- Strong sense of team collaboration and a commitment to Safety and adherence to all Safe Work Practices and OH&S Legislation requirements
- Have or able to obtain a valid food handling certificate
- Ability to establish partnerships with external groups
- Experience with community programming and program development

Interested applicants should submit a resume, cover letter, and references attention to Scott Donselaar, CAO, by dropping them off at the Village Office located at 237 4<sup>th</sup> Avenue, or through email at [cao@stirling.ca](mailto:cao@stirling.ca)

This posting will close December 2, 2022 with interviews of only those candidates selected to follow.