POOL CASHIER

The Pool Cashier is responsible for the safe delivery of municipal pool programs including, but not limited to lifeguarding, fitness instruction, learn to swim instruction, proper administration of registrations, admissions, cash and public inquiries. Some of the duties include:

- Assume duties of the Lifeguard/Instructor Job Description.
- Ensure the safe delivery of municipal aquatic programs.
- Ensure security, admissions and rules of the facility are maintained.
- Address inquiries from general public and user groups.
- Assist with reports on attendance, learn to swim and create monthly and quarterly reports.
- Create monthly marketing and promotion materials and daily facility schedule materials.
- Prepare and balance daily cash sheets, maintain cash float and attendance records.
- Prepare daily deposit for review by the Aquatics Supervisor or Headguard.
- Accept bookings and payments.
- Assist with in service training.
- Perform various cleaning tasks.
- Lead a safety-focused culture.

The ideal candidate will have:

- Current Standard First Aid with CPR "C", Current National Lifeguard Certification; Current Life Saving Swim for Life Instructor Certification
- Experience with Windows based systems and various Microsoft Office programs.
- Satisfactory Vulnerable Sector and Criminal Record check
- Ability to physically and mentally perform duties required in an emergency.
- Able to acquire: Fitness Instructor Certification and Lifesaving Instructor Certificate within 6 months and Swimming Pool Operator Course Certificate within 1 year
- Ability to deal courteously, effectively and tactfully with the public
- Ability to work with cash and be fully bondable.

The employee will be required to work early mornings, evenings, split shifts, weekends and holidays; minimum of one half of annual holiday entitlement may need to be taken at the time the pool is closed for the annual shutdown period.

Salary: $24.42 to $28.18 per hour

If this opportunity appeals to you, please submit a resume outlining your credentials and names of references, indicating Competition #26-32, to:

MOOSE JAW
SASKATCHEWAN

City of Moose Jaw
Human Resource Services
E-mail: postings@moosejaw.ca

The City of Moose Jaw will contact applicants we wish to consider within 2 weeks of the competition closing date. All applicants are thanked for their interest.