

JOB POSTING

Assistant Manager – Pool & Recreation

Full-time Permanent



The Bulkley Valley Regional Pool & Recreation Centre is located in the beautiful town of Smithers (www.smithers.ca) in northwest British Columbia. Built and operated by the not-for-profit Bulkley Valley Aquatic Centre Management Society, the Centre features a 4-lane 25m main pool, leisure lagoon, tot pool, 25 person hot tub, sauna, fitness studio, indoor rock climbing wall, and squash/racquetball courts.

We're looking for **responsible, hard working and enthusiastic** individual with a passion for aquatics and recreation to come join and lead our team. We offer employees **tremendous opportunities** to apply and enhance their skills in a positive, rewarding and flexible work environment.

Working directly with the Facility Manager, the Assistant Manager is responsible for the design, development and delivery of aquatic and recreation programming at the facility. This full-time position (38 hours/week) will include a combination of set and flexible hours; some shifts may include evenings and weekends.

JOB RESPONSIBILITIES:

- Coordinates program delivery for the Pool, Climbing Wall and Multi-purpose courts, including special events.
- Assist in the hiring, training, and supervision of staff.
- Creates a staff schedule to meet the operational and budgetary requirements.
- Monitors the job performance of facility staff, program contractors, and volunteers.
- Prepares correspondence, reports and other related material such as monthly and quarterly programming summaries as requested by the Facility Manager.
- Prepares information/content for educational and promotional material such as recreation brochures, flyers, posters, and press releases.
- Maintains records and files for programs, inventories, advertising, etc.
- Performs Coordinator, Reception and Supervising duties as required.
- Organizes and executes assigned projects.

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JOB QUALIFICATIONS:

- Completion of a post-secondary program in recreation or other relevant education and/or experience
- Minimum 3 years of relevant supervisory experience in the recreation field
- Minimum 2 years experience as a lifeguard/swimming instructor
- Standard First Aid & CPR C (or willingness to recertify)
- Excellent oral, written, facilitation and interpersonal communication skills
- Ability to work independently as well as effectively with program staff and the ability to form relationships with patrons
- Demonstrate ability to use a variety of computer software application including MS Office and experience with a computerized registration system (ActiveNet, or perfect mind)

Desirable Qualifications

- Current NL, SFL & LSI (and willing to re-certify) and one advance course instructor
- Knowledge of Indoor Rock Climbing; ability to Belay
- BCRPA Pool Operators Level I and II
- HighFive – PHCD and Quest 2
- Certified AquaFit / Fitness Instructor
- Any of the following: NL Instructor, Lifesaving Instructor Trainer, First Aid and CPR Instructor

COMPENSATION

- The wage range for this position is \$32.50- \$35.00/hour depending on qualifications and experience. (note no union fees)
- Re-location allowance available.
- Following a successful 3-month probation period, this position is eligible to receive a comprehensive medical and dental benefits package and sick pay.

If you wish to pursue this exciting career opportunity please submit a cover letter, resume by April 15, 2026 at 5:00pm to:

Emma Baker, Facility Manager
Bulkley Valley Regional Pool & Recreation Centre
1316 Toronto St. Smithers BC, V0J 2N0
Email: joinourteam@bvpool.com

We wish to thank all applicants for their interest; however only those candidates selected for an interview will be contacted.