

# EMPLOYMENT OPPORTUNITY

## Facility Manager



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

### Scope:

The Facility Manager is hired by the Society and is responsible for the effective management and operation of a multi-faceted aquatic and recreation facility. The Manager reports directly to the Society's Board of Directors. This is a full-time salary position that requires some weekend and on-call work. (based on an average of 38 hours/ week)

### Responsibilities:

- Hire and maintain a team of employees to ensure effective facility operations
- Oversee all operations. Ensure the facility's physical equipment and systems are maintained and replaced as required.
- Follow, and ensure that facility standards observe Work BC protocols, established industry standard policies and facility safety procedures and standards.
- Ensure the development, delivery and enhancement of recreational programs and opportunities in all areas of the pool and recreation centre.
- Prepare and manage annual and long-term budgets.
- Advise the Board and make recommendations for modifications or improvements to the facility's policies and procedures
- Maintain statistics, prepare program evaluations and reports and make regular presentations
- Act as the primary contact person for interactions with the media, funding organizations and regulatory bodies
- Apply for grant funding

### Qualifications:

- Completion of a post-secondary program in Recreation, Business, or a relevant discipline
- 4 years of relevant supervisory experience
- Experience in the creation, implementation, and management of operating and capital budgets
- Experience with promotion and marketing plans
- Demonstration of leadership and human resources management skills
- Experience working with Indigenous persons and other equity-deserving groups
- Experience in the Aquatic and/or Recreation industry is an asset
- Pool Operator Level 1 and/or 2 and Standard First Aid (including CPR) certifications or willing to complete certification. National Lifeguard certification is an asset.

### Salary/Benefits:

- Salary \$72,000 - \$85,000 annually, depending on qualifications and experience
- Medical and dental benefits, free facility membership, paid sick time, vacation pay and scaled matching RRSP contributions.

***If you wish to pursue this exciting career opportunity please submit a cover letter and resume by 5:00pm on Monday, July 14, 2025, to:***

Hiring committee, Bulkley Valley Regional Pool & Recreation Centre  
Email: [joinourteam@bvpool.com](mailto:joinourteam@bvpool.com)

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