

TOWN OF BALGONIE EMPLOYMENT OPPORTUNITY

Date Prepared:	January 14, 2026
Position:	Pool Manager
Reports To:	Town Superintendent
Hours of Work:	35-40 hours/week, including evenings and weekends
Location:	Balganvie, Saskatchewan
Wage Range:	\$22.00 - \$25.00 per hour

The Town of Balgonie is seeking a dynamic and enthusiastic individual as the Pool Manager for the Town of Balgonie's swimming pool. The position is for a seasonal term opportunity, with a flexible start date between April 15 – May 1 to September 7, 2026.

The Pool Manager is responsible for:

- Advertising for and hiring lifeguards.
- Managing and training staff on the online booking and receipting systems.
- Creating policy and procedure manuals.
- Reconciling daily receivables.
- Ordering supplies/merchandise and managing inventory.
- Scheduling swimming lessons and facility hours.
- Assisting with planning and implementation of special events.
- Responding to inquiries.
- Social media posts.
- Supervising staff by assigning work schedules, duties and priorities, completing performance appraisals, and advising employees on how to accomplish good work performance.
- Providing lifeguard duties during public swim times by ensuring a safe swimming environment by being attentive to swimmers, enforcing safety rules and educating the public about water safety in and around the water.
- Assisting with daily maintenance of the pool facility, chemical testing and reporting, checking lifesaving equipment and providing input into improvements to the pool facility programs.
- Perform all work according to current OH&S policies and hold regular safety meetings with staff.

The successful candidate will have:

- Strong verbal and written communication skills.
- Knowledge and understanding of the principles, methods and equipment used in water-based recreation.
- Understanding of the methods and techniques for delivering Lifesaving swimming lessons and lifeguard procedures.
- Knowledge of pool operations including safety, cleaning and other pool maintenance.
- Knowledge of other aquatic-based activities, such as aqua-fit, would be an asset.
- A minimum of:
 - National Lifeguarding
 - First Aid and CPR C
 - Lifesaving Instructor
 - Pool Operators Certificate
- Other beneficial certifications include:
 - National Lifeguarding Instructor
 - First Aid Instructor

The ideal candidate will have experience working with children, adults and seniors either through instructing swimming lessons, senior programming, camp counselling, youth leader or other related volunteer or work positions. They will also be an excellent communicator who understands how to lead a team to success.

This full-time supervisory seasonal position will work various hours including evenings and weekends.

This posting will continue until a qualified person is found.

Please submit your cover letter, resume and copies of all current certifications on or before March 2, 2026.

Town of Balgonie
PO Box 310
129 Railway Street E.
Balgonie, SK S0G 0E0
Fax: 306-771-2899
E-mail: poolmanager@balgonie.ca

All applications are appreciated; however, only those selected for an interview will be contacted.