

General Manager - Centennial Pool

Centennial Pool

1970 Gottingen St. Halifax, Nova Scotia, B3J 3Y2

<https://www.centennialpool.ca/> (See About Us)

Centennial Pool is operated by the Centennial Pool Association, a non-profit organization comprised of user groups and community members. The facility operates as a sustainable association, providing a comprehensive series of programs, services and activities that facilitate the development of health, fitness, recreation, social interaction, and performance teams.

Job Description

Reporting to the Centennial Pool Association, the primary job of the General Manager is the safety of all patrons and staff utilizing the Centennial Pool facility.

Under the Policies of and Governance of the Centennial Pool Association, the General Manager shall report the financial status of the pool, with reference to the approved budget, every two months to the Association Board of Directors (the Board).

The Centennial Pool Association has a Management Agreement with Halifax Regional Municipality (HRM). The Manager must be fully aware of this agreement as it pertains to the Centennial Pool facility.

The Manager will also be responsible for maintaining open communications with all HRM representatives concerning Financial, Maintenance, and Capital Planning. All correspondence with the HRM must be documented in writing.

Duties and Responsibilities

General Operation

- Create and implement an emergency on-call 24-hour system
- Manage the opening and closing of the facility in a secure manner; training staff in opening/closing procedures; communicate procedures HRM maintenance division
- Review and sign all contracts for pool rental

Financial

- Prepare the yearly budget (April 1st -March 31st.) for presentation to the Board for approval. The manager will work with the bookkeeper in preparing the annual budget.

Human Resources

- Comply with all Federal, Provincial, and Municipal regulations concerning the staffing of all positions at Centennial Pool.
- Oversee and supervise all full-time staff at Centennial Pool.
- Responsible for maintaining records and training files on all staff concerning qualifications and workplace safety.
- Twice yearly performance review meetings/reviews with all full-time staff are to be conducted.
- Coordinate training for all staff to ensure that they have the training necessary to do their jobs safely, effectively, and confidently.
- Promote a safe and inclusive work environment free from discrimination.
- Promote a code of conduct that ensures the code of conduct is upheld by all staff.
- Create a positive and friendly environment for all clients, staff, service personnel, and visitors to the pool.
- Determine the staffing needs of the pool, staff for any position needed to fulfill the Board's mandate, budget permitting.
- Responsible for overseeing contracts for services, as per the submitted budget.

Communications

- Excellent communication skills, both orally and in writing.
- Regularly reporting, verbally and in writing, to the Board.
- Develop and maintain relationships with contract service providers, staff, HRM employees, the Board and others as required.
- Proficiency in conflict resolution.
- Establish and communicate the procedures for operation and conduct to all staff and users of the facility.

Technical Knowledge

Pool Specific

- Manager will work with HRM maintenance staff to oversee pool service and maintenance.
- Establish procedures for daily checks of pool water quality and mechanical operation, including how results are to be communicated to HRM maintenance staff.

Software and Social Media

- Sage and SAP
- Payroll Processing (Ceridian Dayforce)
- Xplor Front of House and Facility Rentals
- Signage software Venus 1500

- Microsoft suites (Excel, PowerPoint, Word, Outlook)
- Social media (Facebook etc.)
- WordPress website management

Qualifications and Experience:

- Education and/or experience in Business and Office Administration
- Experience working in a recreational/pools facility in a similar role
- Excellent communication skills, both orally and in writing.
- Strong organizational, budgetary and financial reporting skills.
- Proficient in Microsoft suites (Excel, PowerPoint, Word, Outlook)
- Ability to work independently and report to the Board

Asset Qualifications:

- Knowledge of Xplor computer software system
- Experience with social media and website management

Remuneration & Compensation:

Salary will be based on a range of \$50,000.00 – \$60,000.00 per year commensurate with qualifications and level of experience.

40 hrs/week (9am-5pm) generally speaking) on site

Cell phone will be supplied by Centennial Pool Association

Vacation

- Years 1-3 inclusive: 10 days
- Years 3-10 inclusive: 15 days
- Years 10+: 20 days

Medical

- Medical insurance provided in the contract. The cost is shared 50/50 between the Centennial Pool Association and the employee
- 10 days medical/sick leave per year

Retirement Plan

- Group benefits and RRSP plan (shared costs) Centennial Pool Association will match up to \$2,500 per year to a RRSP retirement plan.

References Required:

Please provide 3 (three) References with current contact information.

Note: Criminal Record & Child Abuse Registry checks will be required as part of the hiring process

*To apply, please submit a cover letter and resume, including references, outlining how you meet the qualifications and job descriptions listed in the job posting to lee.quigley@centennialpool.ca by July 18, 2025.