

Valleycrest Aquatic Association is seeking a General Manager (GM). Reporting to the Board of Directors, the GM is responsible for overseeing operations while executing the major goals and objectives of the association. The GM may also represent VAA while maintaining our relationship with the borough of Pierrefonds-Roxboro, the general public, business partners, community organizations and other parties as required.

Major duties include

- Ensuring the delivery of quality programming (lessons, teams, etc.) to our members and clients.
- Managing the delivery of services as required in our service contract with Ville de Montreal and Pierrefonds-Roxboro.
- Hiring and managing a seasonal team of lifeguards, coaches and other staff.
- Coordinating and providing staff training/development while ensuring necessary compliance.
- Coordinating and ensuring successful hosting of competitions and events at Valleycrest pool in addition to meeting our commitments while participating in Northshore Aquatic Association events.
- Performing various business administration duties such as purchasing, bookkeeping, payroll administration, scheduling, and other tasks as required.

Minimum qualifications:

- Relevant CEGEP or University degree. Any combination of related work experience and post-secondary education will be considered.
- Fluency in English and French. Additional languages are an asset.
- Demonstrated ability using popular office productivity suites (Microsoft Office or G-Suite).
- Valid driver's license and regular access to a personal vehicle.
- Ability to work independently while conforming to an irregular part-time schedule during off-season, and a flexible full-time schedule during our summer operating season.
- Candidate may be required to a complete vulnerable sector background check.

Preferred qualifications:

- Experience within aquatic sports sector is considered an asset.
- Familiarity and experience with not-for-profit and/or community organizations.
- Valid Food Establishment Manager certification or Food Hygiene and Food Safety training.
- Ideally a Pierrefonds-Roxboro resident, or resident of a neighbouring community.

We are expecting to fill this position as soon as possible to ensure a successful transition and to begin planning our 2021 season. Please send your updated resume, and a cover letter telling us why you're a great candidate, to vycpool@vycpool.com.