



LIFESAVING SOCIETY®

The Lifeguarding Experts

PROGRAM COORDINATOR, NL AND FIRST AID

JOB POSTING

APRIL 2024

Position Title:	Program Coordinator, NL and First Aid
Location:	Branch Office (Burnaby) or Hybrid.
Terms:	Contract; full-time (one-year contract with potential for extension/permanent)
Start Date:	May 2024
Salary Range:	\$50,000 - \$60,000 per annum
Work schedule:	35 hours/week (Monday – Friday, 8:30 am – 4:30 pm) <i>As a salaried employee, there is a requirement for additional evening/weekend work for meetings and events; time off in lieu is allowed for these hours.</i>
Travel:	Travel throughout BC and Yukon is required for meetings, events, and Affiliate visits.

Nature & Scope

The Lifesaving Society, BC and Yukon is seeking an experienced aquatics professional to join our team as a Program Coordinator to provide support to the National Lifeguard (NL) and First Aid programs. The Program Coordinator will support the National Lifeguard (NL) and First Aid programs through providing technical knowledge support, assisting in program quality assurance, policy and procedure implementation, and regular communication and liaison with Affiliates, Instructors, Trainers, and volunteers.

We seek a Program Coordinator with a high level of Lifesaving Society program knowledge, strong interpersonal skills, and a commitment to excellence, ensuring our programs are of the highest quality. This position reports to the Education Manager and works collaboratively as part of the Programs & Services team.

About Us

The Lifesaving Society is a charitable organization committed to the prevention of drowning and aquatic-related injury through water safety education. In addition to providing swim lessons, lifesaving courses, lifeguarding courses, and first aid/CPR training throughout BC and Yukon, the Society is a leader in offering expertise and guidance to ensure safe operation of any water-related setting through safety management services. We offer a supportive, collaborative, and inclusive professional culture focused on growth and continuous improvement.

Key Responsibilities

- Collaborate with Programs & Services team to ensure effective development and delivery of National Lifeguard (NL) and First Aid programs
- Support current relationships with Affiliates and assist in fostering new ones
- Provide a high level of prompt, thorough customer service and technical knowledge in responding to inquiries regarding NL and First Aid through email, phone, Teams/Zoom, and in-person visits.
- Assist in developing new partnerships and program initiatives to serve the Lifesaving Society mandate
- Provide staff representation and/or participate in committees, advisory groups, or other working groups
- Attend and assist in planning Lifesaving Society initiatives, events, conferences, and meetings
- Attend industry conferences and networking events
- Represent Lifesaving Society in a positive and professional manner
- Travel throughout BC and Yukon is required for meetings, events, and Affiliate visits

BC & Yukon Branch

112-3989 Henning Drive
Burnaby, BC V5C 6N5
info@lifesaving.bc.ca
lifesaving.bc.ca
604.299.5450

Requirements

- Minimum 3 years of aquatic supervisory experience
- Post-secondary education in a related field or equivalent professional experience
- Lifesaving Society Trainer, National Lifeguard Instructor, First Aid Instructor
- Strong technical knowledge of NL, First Aid, and other core Lifesaving Society programs and services
- Effective communicator with excellent verbal, written, listening, and presentation skills
- Skilled in building and managing relationships
- Highly organized and detail-oriented
- Competence in Microsoft Outlook, Teams, Word, Excel, and PowerPoint
- Valid driver's license and access to a vehicle
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding start date

TO APPLY: Submit resume with a cover letter to the attention of Kyle Kronebusch, Education Manager, at kylek@lifesaving.bc.ca by April 29, 2024 at 4:30 pm.

Thank you for your interest and application. Please note only applicants selected for an interview will be contacted.

BC & Yukon Branch

112-3989 Henning Drive
Burnaby, BC V5C 6N5
info@lifesaving.bc.ca
lifesaving.bc.ca
604.299.5450