



LIFESAVING SOCIETY®

The Lifeguarding Experts

PROGRAM COORDINATOR, SWIM & LIFESAVING

JOB POSTING

APRIL 2024

Position Title:	Program Coordinator, Swim & Lifesaving
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 Swim for Life and Lifesaving programs. The Program Coordinator will support the effective delivery of these programs through providing program-related customer support, assisting in ensuring program quality, 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 Program 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 in effective development and delivery of Swim for Life and Lifesaving 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 Swim for Life and Lifesaving programs 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, Swim for Life Instructor, Lifesaving Instructor
- Strong technical knowledge of 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 Kimiko Hiramida, Program Manager, at kimikoh@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.

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