



VOLUNTEER ROLE

Application deadline: July 30, 2017

JOB DESCRIPTION

Purpose: The Public Education Advisory Group Supports the Mission, Vision and Values of the Lifesaving BC & Yukon by supporting the activities of the Branch in Public Education.

Term of Office:

Appointed by the Public Education Advisory Group Chair, for a term of 2 years.

Are chosen for their subject matter expertise, experience and representation of Branch affiliates.

Reporting Relationship:

Public Education Advisory Group as required.

Responsibilities:

- Establishes annual objectives for their portfolio.
- Manages approved projects within pre-set budget limits and new product development guidelines.
- Leads project including:
 - Recruits project members
 - Assigns responsibilities
 - Recognizes volunteer members
- Attends Advisory Group meetings as scheduled and the Annual General Meeting.
- Reports to Advisory Group as scheduled on the status of the portfolio's annual objectives.
- Prepares an annual report on the portfolio's accomplishments.

BC & Yukon Branch

#112 - 3989 Henning Dr Burnaby, BC V5C 6N5
Telephone: 604.299.5450 Fax: 604.299.5795
E-mail: info@lifesaving.bc.ca
Web: www.lifesaving.bc.ca

REQUIRED QUALIFICATIONS

Skills and Experience:

- Possession of the following knowledge, skills and experience will enable the selected applicant to perform the major job functions successfully.
- Proven experience, knowledge of or interest in project subject matter
- Experience with volunteer groups or associations would be an asset.
- Strong leadership skills and collaborative work ethic.
- Educational background in marketing, public relations, research or related discipline is an asset, but not a requirement.
- Lifesaving Society Instructor Certification is recommended, but not a requirement.

CONTACT INFORMATION

To Apply: Send resume and cover letter outlining your interest and subject matter expertise in confidence to Cheryl Sibany, Program Manager at cheryls@lifesaving.bc.ca.

SPECIAL INSTRUCTIONS

The Lifesaving Society is a national volunteer organization and registered charity working to prevent drowning and water-related injury. The Society has been educating Canadians since the first Lifesaving Society Bronze Medallion was earned in 1896.

BC & Yukon Branch

#112 - 3989 Henning Drive Burnaby, BC V5C 6N5
Telephone: 604.299.5450 Fax: 604.299.5795
E-mail: info@lifesaving.bc.ca
Web: www.lifesaving.bc.ca