



## VOLUNTEER ROLE

Application deadline: July 30, 2017

### JOB DESCRIPTION

**Purpose:** The Lifesaving Sport Advisory Group supports the Mission, Vision and Values of the Lifesaving BC & Yukon by supporting the activities of the Branch in Lifesaving Sport.

### Term of Office:

Appointed by the Lifesaving Sport Advisory Group Chair, for a term of 2 years.

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

### Reporting Relationship:

Lifesaving Sport Advisory Group as required.

### Responsibilities:

- Establishes annual objectives for their portfolio/ project.
- Manages approved projects within pre-set budget limits and new product development guidelines.
- Leads the project's including:
  - Recruits project members
  - Assigns project 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](mailto:info@lifesaving.bc.ca)  
Web: [www.lifesaving.bc.ca](http://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 Lifesaving Sport, Lifeguard Competitions, Coaching 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](mailto: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](mailto:info@lifesaving.bc.ca)  
Web: [www.lifesaving.bc.ca](http://www.lifesaving.bc.ca)