



## **Member Services Representative – Part-time**

This position involves customer service and program administration including phone reception, data entry, word processing, filing and other office duties. Excellent verbal and written English skills are required along with a high level of organizational and interpersonal skills. Working knowledge of Word, Excel, QuickBooks and proficient keyboarding ability is necessary. Experience in aquatic recreation is an asset.

Part-time: 20 to 30 hours per week within office hours of 8:30am – 4:30pm, Monday to Friday

Starting Wage: \$19/hour

Please forward your resume & cover letter to Dale Miller, Executive Director, at the address or email below by Friday, August 5, 2022. Thank you in advance to all those applying; only those considered will be contacted.

*The Lifesaving Society's objective is the prevention of drowning and aquatic-related injury accomplished through its training programs, Water Smart public education initiatives, drowning prevention research, aquatic safety management and lifesaving sport. Annually, over 1.2 million Canadians participate in the Society's swimming, lifesaving, lifeguard and leadership training programs. The Society is an independent, charitable organization educating Canadian lifesavers since the first Bronze Medallion award was earned in 1896.*