



LIFESAVING SOCIETY®

*The Lifeguarding Experts*

JOB POSTING

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## PROGRAM MANAGER, SWIM & LIFESAVING

APRIL 2024

<b>Position Title:</b>	Program Manager, Swim & Lifesaving
<b>Location:</b>	Branch Office (Burnaby)/Hybrid
<b>Terms:</b>	Permanent; full-time
<b>Start Date:</b>	June 2024
<b>Salary Range:</b>	\$68,000 - \$80,000 per annum + benefits
<b>Work Schedule:</b>	35 hours/week (Monday-Friday, 8:30am-4:30pm) <i>As a salaried employee, there is a requirement for additional evening/weekend work for meetings or events; time off in lieu is allowed for these hours.</i>

### Nature & Scope

The Lifesaving Society, BC and Yukon is seeking a forward-thinking, collaborative leader with strong technical knowledge to provide leadership and oversight to programs and services pertaining to Swim and Lifesaving streams, including Sport. The Program Manager will be responsible for program development, managing relationships, quality assurance, and volunteer management.

The Program Manager, Swim & Lifesaving works in close collaboration with the management team and with all departments of our growing BC and Yukon Branch to maximize program success and reach. This position supervises and mentors the Program Coordinator(s) and reports directly to the Director, Programs and Services.

### 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

- Lead effective development and delivery of Swim for Life and Lifesaving programs
- Program-related customer support to Affiliates, Trainers, Instructors, and the public
- Support current relationships with Affiliates and foster new ones
- Content creation and development of Lifesaving Society literature (Delivery Guides, Candidate Workbooks, etc.)
- Ability to take feedback on Lifesaving Society programs and apply it appropriately to advance the success of these programs
- Ensure quality assurance for programs and services within portfolio
- Supervision and mentorship of Coordinator(s)
- Support and management of volunteers within Swim and Lifesaving streams (includes Sport)
- Collaborate and communicate with program team and other branch departments to maximize success
- Apply change, conflict resolution, risk, and resource management skills to all aspects of the job
- Lead and/or participate in committees, advisory groups, or other working groups
- Attend and assist in planning Lifesaving Society initiatives, events, conferences, and meetings

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### BC & Yukon Branch

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

- Represent the Lifesaving Society at industry conferences, networking events, sport competitions etc. in a positive and professional manner
- Travel throughout BC and Yukon is required; travel throughout Canada may be required as necessary

## Requirements

- Significant experience in a management or high-level supervisor role in aquatics, recreation, or another related field
- Post-secondary education in a related field or equivalent professional experience
- Swim and Lifesaving Trainer status is required; Trainer status in additional streams is an asset
- Strong technical knowledge of core Lifesaving Society programs and services
- Knowledge or participation in Lifesaving Sport or Technical is an asset
- Effective communicator with excellent verbal, written, listening, and presentation skills
- Interpersonal skills and ability to build and maintain professional relationships
- Proven capacity in program development and implementation
- Strong planning and decision-making skills
- Event planning experience is an asset
- 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 Hirakida, Director, Programs and Services at [kimikoh@lifesaving.bc.ca](mailto:kimikoh@lifesaving.bc.ca) by May 15, 2024 at 4:30pm.

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

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