



LIFESAVING SOCIETY

*The Lifeguarding Experts*

SUMMER JOB POSTING

**WAREHOUSE SHIPPING ASSISTANT**

**Position Title:** Warehouse Shipping Assistant  
**Terms:** Seasonal Contract, Full-time  
**Contract Dates:** June 5 – August 30, 2024  
**Rate of pay:** \$19.00/hour  
**Workschedule:** 35 hours per week (Monday-Friday, 8:30 am – 4:30 pm)

### Nature & Scope

The Lifesaving Society, BC & Yukon Branch is seeking a Warehouse Shipping Assistant. Responsibilities include shipping, receiving, ordering and inventory of educational materials and merchandise. This person works with the Shipping & Accounts team to ensure orders are prepared and shipped in a timely fashion.

### 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:

- Assisting with shipping and receiving
- Regular inventory of educational materials and merchandise from suppliers
- Accurately and promptly filling orders for customers
- Printing Society materials, assembling educational materials kits, and preparing boxes for shipping
- Providing a high level of customer service
- Keeping the warehouse area secure, clean, and hazard-free

### Requirements

- Excellent verbal and written communication skills
- Ability to organize and conduct inventory of items
- Ability to work independently and as part of a team
- Ability to lift boxes and materials up to 50 lbs
- This position is funded by Canada Summer Jobs and as such:

Applicants must be between 15 and 30 years of age **at the beginning** of the employment period, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment and have a valid Social Insurance Number at the start of their employment and be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

**TO APPLY:** Send resume & cover letter to Lenea Grace, Executive Director, at [leneag@lifesaving.bc.ca](mailto:leneag@lifesaving.bc.ca). Applications will be accepted and reviewed on an ongoing basis until position is filled.

*Thank you in advance to all those applying; please note only short-listed candidates will be contacted.*

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