



LIFESAVING SOCIETY®

The Lifeguarding Experts

Lifesaving Society Alberta and Northwest Territories Branch Staff Directory

March 2021

STAFF	RESPONSIBILITIES
Mr. Kelly Carter Chief Executive Officer kellyc@lifesaving.org	<ul style="list-style-type: none"> • Branch strategic direction and governance support • Budget • Corporate compliance and policy • Human Resources
Mrs. Lee Galusha Executive Assistant leeg@lifesaving.org	<ul style="list-style-type: none"> • Provide support to the Executive Director • Coordinate executive communications • Preparation of documents and reports • Event planning and coordination • Payroll • Office operations • Staff schedules
Mr. Jonathan Kusyanto Programs and Development Manager jonathank@lifesaving.org	<ul style="list-style-type: none"> • Planning and project management • Public relations and advocacy • Partnership agreements • Volunteer system • Programs and services • Active living and sport
Ms. Madison Lalonde Member Relations Manager madisonl@lifesaving.org	<ul style="list-style-type: none"> • Membership agreements and licenses • Recognition awards • Award processing • Member communications • Event registrations • Member services and support • Product line • Data management • Inventory Management
Ms. Merritt Gallagher Finance Manager merrittg@lifesaving.org	<ul style="list-style-type: none"> • Accounting services (AP/AR/Invoicing/Financial Reports) • Finance systems (Quickbooks, Chart of Accounts) • Administrative support for office daily operations • Customer service • Data entry • Cheques
Ms. Kyla Meyers Training Programs and Communications Coordinator kylam@lifesaving.org	<ul style="list-style-type: none"> • Program administration • Coordination and delivery of training programs and services • Collaboration with regional training centres • Ripples & Corporate communications • Website content updates • Event Registration (constant contact) • Toolkit maintenance

STAFF	RESPONSIBILITIES
Mr. Alex Parker Program Technical Coordinator alexp@lifesaving.org	<ul style="list-style-type: none"> • Program planning, development and policies • Program services and supports • Program quality assurance • First aid program compliance • Transport Canada PCO compliance • Test sheet development
Mr. Zach Trynacity-Popowich Drowning Prevention Coordinator zacharyt@lifesaving.org	<ul style="list-style-type: none"> • NWT Water Smart Program • Lifejacket Loaner Stations • Fund Development • Public Education Resources • Grant Reporting • National Drowning Prevention Week • Swim to Survive & Swim to Survive Plus • Casino event management
Ms. Jasmine Foster Service Assistant jasminef@lifesaving.org	<ul style="list-style-type: none"> • Reception • Customer Service • Member services and support • Award processing • Shipping and receiving • Bookkeeping
Ms. Kelsey Lalonde Water Smart Coordinator watersmart@lifesaving.org	<ul style="list-style-type: none"> • NWT Water Smart Program • Grade 3 Water Smart Program • Administrative support for office daily operations • Award Processing

ADDITIONAL EMAILS		
Award Processing awards@lifesaving.org	Shipping and Receiving shop@lifesaving.org	Sport sport@lifesaving.org
Water Smart® Education watersmart@lifesaving.org	Finance finance@lifesaving.org	