



LIFESAVING SOCIETY®
The Lifeguarding Experts

DIVISION/BRANCH	Alberta and Northwest Territories	LOCATION	Calgary, Alberta
JOB TITLE	Aquatic Safety and Standards Manager	INCUMBENT(S)	N/A
REPORTS TO	Executive Director		

LEVEL	TYPE OF POSITION	HOURS:	SALARY RANGE	APPLICATION DEADLINE
Manager	Term Employment one (1) year contract	36.25 hours/week	\$58,000 -67,860 Annually	March 6, 2019

POSITION SUMMARY

The Lifesaving Society Alberta and the Northwest Territories Branch is seeking an experienced individual who can manage and implement Society safety management programs and services. Exciting opportunities exist for development and promotion of new aquatic safety programs and services to meet the growing demand by the public and members for Society expertise and service and optimal safety for the aquatic industry. This is a new position within the Branch operations that requires a competent approach to planning and management to assure that standards, attention to detail, quality assurance, consistency and timelines are met. Responsibilities include: occupational and professional training programs and services; consultation and audits; facility design; pool operations; lifeguard systems; standards for education, training and Society positions and publications. Excellent verbal and written English skills are required along with a high level of customer service and interpersonal skills. Considerable knowledge of the aquatic industry is required. The Standards and Safety Manager will work with the Executive Director, and staff team to achieve the strategic direction of the Society for a Canada Free from Drowning and Water Related Injury.

RESEARCH

- Monitor, identify, and examine best evidence and practice on changing needs of aquatic safety and facility operations, including government legislation and regulation
- Engage leadership volunteers, technical committees and advisory councils
- Facilitate the research, writing and editing of safety standards publications and reports
- Identify, access and conduct best evidence approaches with respect to appropriate education, training and resources

PROGRAMS AND SERVICES

- Enhance awareness and promote the Society as the standard setting certifying body for aquatic safety, Canada's lifeguards and existing aquatic safety programs and services
- Coordinate the development, implementation, and evaluation of new aquatic safety programs and services
- Provide expert consultation and ongoing support for government, the aquatic industry and facility owners
- Maintain quality assurance and integrity of intellectual property, visual identity and branding
- Coordinate and guide volunteers



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COMMUNICATION AND OUTREACH

- Collaborate with partners to increase optimal safety for staff and public
- Provide expert consultation and ongoing support for facility managers and staff
- Coordinate safety standards events to meet the changing needs and conditions of the aquatic industry
- Communicate with key stakeholders to identify the changing needs and conditions of communities served by the Society

OPERATIONS

- Utilize information and technology systems
- Manage and support day-to-day operations
- Follow and conduct the implementation of policies and procedures
- Set specific goals, prepare plans and identify required resources to achieve outcomes

KNOWLEDGE/EDUCATION REQUIREMENTS

- Five (5) years aquatic operations experience
- Knowledge of legislation and regulation, standards, risk management, occupational health and safety and training programs, preferably in the aquatic industry
- Post-secondary degree in recreation, occupational health and safety, or business administration would be an asset
- Certification as a Lifesaving Society Instructor Trainer, Aquatic Safety Inspector and Aquatic Safety Auditor would be an asset
- Demonstrated leadership and communication competencies
- Proficient in Microsoft Office and Adobe Creative Suite

NATURE OF WORK

- Sedentary
- Use of office equipment and computers
- Out of town and overnight travel
- Manage a number of requests and situations at one time with tight deadlines and frequent interruption

Please forward any inquiries or your application to:

Kelly Carter, Executive Director
Lifesaving Society Alberta and Northwest Territories
13123–156 Street
Edmonton, AB T5V 1V2
Phone: 780-415-1755
kellyc@lifesaving.org

The Lifesaving Society is a national volunteer organization and registered charity that provides programs, products and services designed to prevent drowning and water-related injury. We are the governing body for lifesaving sport and collaborate with partners for sport, recreation and active living initiatives. We advise government and communities on drowning and injury prevention. We certify Canada's national lifeguards, establish safety standards and consult on issues for the aquatic industry. Our evidence based Water Smart® public education and Swim to Survive® program focus on people most at risk. Annually 1,200,000 Canadians participate in our swimming, lifesaving, lifeguard, first aid and leadership training program