

<b>DIVISION/DEPARTMENT:</b>	Alberta and Northwest Territories	<b>LOCATION:</b>	1 Position – Yellowknife 1 Position - Banff
<b>JOB TITLE:</b>	Community Water Smart® Advisor	<b>INCUMBENT:</b>	N/A
<b>REPORTS TO:</b>	Drowning Prevention Coordinator		

LEVEL/GRADE:	POSITION:	HOURS PER WEEK:	SALARY RANGE:	APPLICATION DEADLINE:
Canada Summer Jobs Position	2 Temporary Positions  Term of Position: May 10 – August 31, 2021	Up to 36.25 hours/week	\$20.00 to 25.00 per hour	April 30, 2021

**GENERAL DESCRIPTION:**

The Lifesaving Society Alberta and Northwest Territories is seeking an individual who meets the Canada Summer Jobs grant criteria for the role of Community Water Smart Advisor. The Water Smart Advisor will assist in the promotion and delivery of the Society's Water Smart public education programs. Tasks include attending and supporting community Water Smart activations, sharing Water Smart public education materials and creating event reports. The Community Water Smart Advisor will support community champions and provide education and training with respect to the Society's Water Smart campaign.

The successful candidate is enthusiastic, motivated, has attention to detail and can work in a multi-faceted organization. The Community Water Smart Advisor will directly report to the Drowning Prevention Coordinator and work closely with the staff team. The successful applicant will also collaborate with Society staff on organizational priorities, operations, sport and recreation activities and initiatives to support our members, affiliate delivery partners, leadership volunteers, and the public.

**EMPLOYMENT DUTIES**

**WATER SMART CAMPAIGN**

- Promote and support the delivery of the Water Smart® Campaign
- Attend and support community Water Smart activations
- Deliver Water Smart programs
- Promote National Drowning Prevention Week
- Develop and share Water Smart public education materials
- Provide support for community champions
- Write reports
- Website updates

**PROGRAMS**

- Promote and support the Lifejacket Loaner Station and Swim to Survive Programs
- Support for Grade 3 Water Smart programs and Swim to Survive
- Promote and support other Lifesaving Society programs as required

**GENERAL**

- Set goals, strategies and tactics to achieve work plan outcomes
- Identify the required resources required to achieve goals
- Provide input for evaluation and reporting
- Attend meetings
- Provide support to Society staff and volunteers
- Other duties as required

**ATTRIBUTES**

- Positive, outgoing personality
- Strong communication skills (written and verbal)
- Strong interpersonal and teamwork skills
- Strong customer service and leadership skills
- Ability to offer and receive feedback and ideas
- Excellent organization and multi-tasking skills
- Problem solving with the ability to resolve issues
- Adhere to the policies, procedures and Lifesaving Society Code of Conduct

**QUALIFICATIONS**

- Must be at least 18 years of age
- High School Diploma
- Clear Criminal Record Check with Vulnerable Sector Check
- Class 5 Driver’s license and access to a personal vehicle for work
- Must meet the eligibility criteria to be employed under the Canada Summer Jobs Grant
- Proficient in the Microsoft Office Suite
- Preference will be given to students enrolled in Education, Recreation or Business programs
- Current National Lifeguard Certification
- Current Swim Instructor or Lifesaving Instructor
- Additional Lifesaving Society leadership certifications would be an asset
- French language proficiency would be an asset

**PRE-EMPLOYMENT REQUIREMENTS**

- Security Clearance
- Driver’s Abstract

**SPECIAL REQUIREMENTS**

- Travel is required for this position
- Use of personal vehicle to attend off-site meetings and public education events
- Willingness to work on evenings, weekends as required

Please forward any inquiries or your application to:

Kelly Carter, Chief Executive Officer  
Lifesaving Society – Alberta and Northwest Territories  
13123 – 156 Street NW  
Edmonton, AB T5V 1V2

Phone: 780.415.1755  
[Careers@lifesaving.org](mailto:Careers@lifesaving.org)

The Lifesaving Society - Canada's lifeguarding expert - is a charitable organization working to prevent drowning and water-related injury through its training programs, Water Smart® public education, water- incident research, safety management services and lifesaving sport. Annually, more than 1,200,000 Canadians participate in the Society's swimming, lifesaving, lifeguard, first aid and leadership programs.