

## **Job description – Recreation Program Leader**

The Lifesaving Society Alberta and Northwest Territories is seeking an individual who meets the Canada Summer Jobs grant criteria for the role of Recreation Program Leader. The Recreation Program Leader 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 Recreation Program Leader 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 has the ability to work in a multi-faceted organization. The Recreation Program Leader will directly report to the CEO 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.

- Promote and support the delivery of the Water Smart® Campaign
- Attend and support community Water Smart activations
- Promote National Drowning Prevention Week
- Develop and share Water Smart public education materials
- Provide support for community champions
- Write reports
- Website updates
- Promote and support the Lifejacket Loaner Station and Swim to Survive Programs
- Development and implementation of a Grade 3 Water Smart programs
- Promote and support other Lifesaving Society programs as required
- 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
- 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

- 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
- Knowledge of Adobe InDesign would be an asset

Lifesaving Society leadership certifications would be an asset

- Security Clearance

Driver's Abstract

- 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

Job Types: Fixed term contract, 35 hour week

Contract length: up to 4 months

Salary: Up to \$20.00 per hour

Benefits:

- On-site parking

Schedule:

- Monday to Friday
- Weekend availability

Ability to commute/relocate:

- Edmonton, AB T5V 1V2: reliably commute or plan to relocate before starting work (required)

Work Location: In person

Expected start date: 2024-05-27