

BRANCH:	Alberta and Northwest Territories	LOCATION:	Edmonton
JOB TITLE:	Drowning Prevention Coordinator		
REPORTS TO:	Programs and Services Manager		

LEVEL/GRADE:	POSITION:	HOURS PER WEEK:	SALARY RANGE:	APPLICATION DEADLINE:
Coordinator	Term Employment - up to 1 year	36.25	\$25.00 – 33.00 per hour	July 19, 2019

POSITION SUMMARY

The Lifesaving Society Alberta and Northwest Territories is seeking an experience professional for the role of Drowning Prevention Coordinator. The successful candidate is enthusiastic, motivated, has attention to detail and has the ability to work in a multi-faceted organization. The Drowning Prevention Coordinator will assist in the review and enhancement of the Society’s existing public education systems and materials. The successful individual will collaborate with Society staff and volunteers on organizational operations, injury and drowning prevention, and active living activities and initiatives to support our members, affiliate delivery partners, leadership volunteers, and the public.

RESPONSIBILITIES

- Review, enhance, and develop materials for Society public education initiatives
- Coordinate with affiliate organizations and communities to conduct Water Smart activations
- Support e-learning for training programs
- Public speaking and representation at events
- Deliver public education sessions
- Coordinate and analysis drowning data
- Establish, promote and support the annual Water Smart Campaign
- Review and develop Water Smart materials
- Coordinate and promote National Drowning Prevention Week
- Coordinate and support Lifesaving Society programs such as Lifejacket Loaner Stations, Swim to Survive and NWT Water Smart Program
- Research and establish new programs as required
- Research, apply, and coordinate grants and reports
- Set objectives, strategies and tactics to achieve work plan outcomes
- Identify the required resources required to achieve goals
- Complete program/event evaluation and reporting
- Provide supports to Society staff and volunteers
- Other duties as assigned

QUALIFICATIONS

- Must be at least 18 years of age
- Post-Secondary Diploma or Degree with a focus on injury prevention, social responsibility, or health
- Knowledge of Microsoft Office Suite

<ul style="list-style-type: none"> • Ability to operate Adobe Design Premium (Bridge, Dreamweaver, Fireworks, Flash, Illustrator, InDesign, Photoshop) applications is an asset • Lifesaving Society certifications are an asset • Valid Class 5 Alberta Driver’s license • Clear criminal record check
<p>SKILLS</p>
<ul style="list-style-type: none"> • 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 • Excellent organization and multi-tasking skills • Problem solving with the ability to resolve issues • Creative thinker • Adhere to the policies, procedures and Lifesaving Society Code of Conduct • Some use of personal vehicle to attend off-site meetings
<p>NATURE OF WORK</p>
<ul style="list-style-type: none"> • Sedentary • Use of office equipment and computers • Manage a number of requests and situations at one time with tight deadlines and frequent interruptions
<p>PRE-EMPLOYMENT REQUIREMENTS</p>
<ul style="list-style-type: none"> • Security Clearance • Drivers Abstract

Please forward any inquiries or your application to:

Kelly Carter
Executive Director
Lifesaving Society – Alberta and Northwest Territories
13123 – 156 Street
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Phone: 780.415.1755
leeg@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 programs.