

DIVISION/DEPARTMENT:	Alberta and Northwest Territories	LOCATION:	Edmonton
JOB TITLE:	Water Smart® Coordinator	INCUMBENT:	N/A
REPORTS TO:	Development and Operations Manager		

LEVEL/GRADE:	POSITION:	HOURS PER WEEK:	SALARY RANGE:	APPLICATION DEADLINE:
Student	Temporary Term of Position: May 1, 2018 – August 31, 2018	37.50	\$20.00/hour	April 20, 2018

GENERAL DESCRIPTION:

The Lifesaving Society Alberta and Northwest Territories is seeking a summer student for the role of Water Smart Coordinator. The Water Smart Coordinator 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 Water Smart Coordinator 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 Water Smart Coordinator will directly report to the Development and Operations Manager 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
- 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
- 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
<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 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
<ul style="list-style-type: none"> • 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 be a current full-time student enrolled in post-secondary education who plans to return to school in the fall • 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
PRE-EMPLOYMENT REQUIREMENTS
<ul style="list-style-type: none"> • Security Clearance • Driver’s Abstract
SPECIAL REQUIREMENTS
<ul style="list-style-type: none"> • 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, Executive Director
Lifesaving Society – Alberta and Northwest Territories
13123 – 156 Street NW
Edmonton, AB T5V 1V2

Phone: 780.415.1755
kellyc@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.