

DIVISION/DEPARTMENT:	Alberta and Northwest Territories	LOCATION:	Edmonton
JOB TITLE:	E-learning Curriculum Developer	INCUMBENT:	N/A
REPORTS TO:	Program and Development Manager		

LEVEL/GRADE:	POSITION:	HOURS PER WEEK:	SALARY RANGE:	APPLICATION DEADLINE:
Canada Summer Jobs Position	Temporary Term of Position: May 10 – August 31, 2021	Up to 35 hours/week	\$25.00 to 30.00 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 E-learning Curriculum Developer. The E-learning Curriculum Developer will provide expertise and recommendations to develop and support creative, innovative, and scalable content for online delivery of the Society's programs. Tasks include development of online and blended learning products and creation of multimedia content to support online learning. The E-Learning Curriculum Developer will work with Subject Matter Experts (SME's) throughout the development process.

The successful candidate has working knowledge of e-learning systems and web-based online programs. They are enthusiastic, motivated, has attention to detail and prepared to work in a multi-faceted organization. The E-learning Curriculum Developer will report to the Program and Development 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

E-LEARNING

- Develop and enhance of online and blended learning courses
- Develop exercises, illustrations, tutorials, assessments, and other methods of learning to improve course materials and multimedia assets
- Enhance user engagement and experience
- Create of online lessons
- Establish learning objectives that frame online training programs
- Prepare and complete website updates
- Reviews and tests curriculum offerings

TEAM WORK

- Interact with SME in developing online program curriculum
- Contribute to story-boarding, authoring, and development of e-learning content and blended learning solutions
- Participate in and lead meetings

REPORTING

- Verbal and written reports as required

- Preparing presentations
- Maintain workplans
- Documenting knowledge practices

GENERAL

- Set goals, strategies and tactics to achieve work plan outcomes
- Identify the 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

- Aesthetic sense and ability to apply principles of graphic design to create appropriate and visually appealing training material.
- 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
- Bachelor degree in education, instructional design, technology or a related field. A master’s degree will be preferred
- Clear Criminal Record Check with Vulnerable Sector Check
- Must meet the eligibility criteria to be employed under the Canada Summer Jobs Grant
- Proficient in the Microsoft Office 365
- Working knowledge of Adobe products and Articulate Storyline
- Additional Lifesaving Society leadership certifications would be an asset

PRE-EMPLOYMENT REQUIREMENTS

- Security Clearance

SPECIAL REQUIREMENTS

- Willingness to work on evenings, weekends as required
- Remote work may be possible for this role

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

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.